

**Summer Village of White Sands  
Council Organizational Meeting Agenda  
October 16, 2024 @ 9:30 AM  
White Sands Municipal Office  
#10, 19447 Hwy 12, Stettler County & Youtube Live Streaming**

	Page #s
1. Call to Order	
2. Oaths of Office	2
3. Appointment of Chief Elected Official	13
4. Appointment of Deputy Chief Elected Official	15
5. Appointment of Signing Officers	16
6. Committee Appointments	18
7. Establishment of Council Meeting Dates, time and Municipal Office location	26
8. Appointment of External Agencies	40
9. Council Remuneration	44
10. Adjournment	

<b>Meeting:</b>	<b>Organizational Council Meeting</b>
<b>Meeting Date:</b>	
<b>Originated By:</b>	<b>Melissa Beebe, Chief Administrative Officer</b>
<b>Title:</b>	<b>Swearing In of Newly Elected Councillors</b>
<b>Agenda Item Number:</b>	<b>2</b>

**BACKGROUND/PROPOSAL:**

Candidates elected by the electorate to fill council positions in an election or by-election are required to take the Oaths of Office as prescribed by the Oath of Office Act, as per MGA Section 156:

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Government Act provides the following:

s.156 A councillor, a chief elected official, and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

All councillors are, by virtue of their position, commissioners for oaths in the province of Alberta.

The Notaries and Commissioners Act provides the following:

s 16(1) The following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta: ...  
 (d) a Metis settlement councillor and a municipal councillor;

The Municipal Government Act outlines that councillors have the following duties:

s 153 (a) to consider the welfare and interests of the municipality as a whole and to bring to council’s attention anything that would promote the welfare or interests of the municipality;  
 (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;  
 (b) to participate generally in developing and evaluating the policies and programs of the municipality;  
 (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;  
 (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief

administrative officer;

(e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;

(e.1) to adhere to the code of conduct established by the council under section 146.1(1); (*Summer Village Bylaw 191-22*)

(f) to perform any other duty or function imposed on councillors by this or any other enactment (the process of passing legislation) or by the council (resolution).

*COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Newly elected councillors complete the Oaths of Office

**Initials show support** – Reviewed By:

**CAO:** \_\_\_\_\_

## OATH OR AFFIRMATION - MEMBER OF COUNCIL

---

I, \_\_\_\_\_, having been elected to the office of **\_Councillor\_** in the **Summer Village of White Sands**,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the code of ethics, rules of conduct and procedures applicable to my position as a member of Council required of me by the Alberta Municipal Government Act and any other Act and by the Council.
5. I will:
  - a. perform the duties of office imposed by the Alberta Municipal Government Act, and any other Act, or law, bylaw and by the Council;
  - b. disclose any conflict of interest within the meaning of Division 6 of the Alberta Municipal Government Act
  - c. comply with the code of ethics, rules of conduct and procedures applicable to the office I now hold that are imposed by Alberta Municipal Government Act and any other Act and by the Council.

SWORN before me at the  
Summer Village of White Sands,  
in the Province of Alberta,  
this 16<sup>th</sup> day of October, A.D. 2024.

---

Signature of Declarant

---

A Commissioner for Oaths in  
and for the Province of Alberta

## OATH OR AFFIRMATION - MEMBER OF COUNCIL

---

I, \_\_\_\_\_, having been elected to the office of Councillor in the **Summer Village of White Sands**,

DO SOLEMNLY PROMISE AND DECLARE THAT:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability, perform the duties of this office;
2. I am qualified to hold the office to which I have been elected;
3. I have not received and will not receive any payment or reward, or promise of payment or reward, for the exercise of any corrupt practice or other undue execution or influence of this office;
4. I have read, understand and agree to abide by the code of ethics, rules of conduct and procedures applicable to my position as a member of Council required of me by the Alberta Municipal Government Act and any other Act and by the Council.
5. I will:
  - a. perform the duties of office imposed by the Alberta Municipal Government Act, and any other Act, or law, bylaw and by the Council;
  - b. disclose any conflict of interest within the meaning of Division 6 of the Alberta Municipal Government Act
  - c. comply with the code of ethics, rules of conduct and procedures applicable to the office I now hold that are imposed by Alberta Municipal Government Act and any other Act and by the Council.

SWORN before me at the  
Summer Village of White Sands,  
in the Province of Alberta,  
this 16<sup>th</sup> day of October, A.D. 2024.

---

Signature of Declarant

---

A Commissioner for Oaths in  
and for the Province of Alberta

Summer Village of White Sands  
In the Province of Alberta  
Bylaw #191-22  
“Code of Conduct Bylaw”

A Bylaw of the Summer Village of White Sands, in the Province of Alberta, to establish a code of conduct for members of Council;

WHEREAS pursuant to the Municipal Government Act, Section 146.1, Chapter M.26 Revised Statutes of Alberta, 2000, and regulation as amended time to time, Council must establish by Bylaw, a code of conduct governing conduct of councillors;  
AND WHEREAS, pursuant to Section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the Council;  
AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Summer Village of White Sands;  
AND WHEREAS, the establishment of a code of conduct for members of Council is consistent with the principles of transparent and accountable government;  
AND WHEREAS, a code of conduct ensures members of a Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE, the Council of Summer Village of White Sands, in the Province of Alberta, hereby enacts as follows:

**1. Title**

1.1 This Bylaw may be cited as the “Council Code of Conduct Bylaw”;

**2. Interpretation**

2.1 “Act” means the Municipal Government Act RSA 2000, c-M.26 and regulations as amended from time to time;

2.2 “Bylaw” means the Summer Village of White Sands Bylaw #191-18;

2.3 “Chief Administrative Officer (CAO)” means the person appointed to the position of Chief Administrative Officer by the Council of the Summer Village of White Sands and includes any person that the Chief Administrative Officer may appoint as his/her designate for the purposes of carrying out his/her responsibilities and further, includes any person that may be appointed to act in the absence of the Chief Administrative Officer;

2.4 “Council” is the members of Council of Summer Village of White Sands elected pursuant to the Local Authorities Election Act;

2.5 “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA, 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

2.6 “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;

2.7 “Member” means a member of Council and includes a councillor or the Chief Elected Official;

2.8 “Summer Village” is the Summer Village of White Sands;

### **3. Purpose and Application**

3.1 The purpose of this bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Summer Village and a procedure for the investigation and enforcement of those standards;

### **4. Representing the Summer Village of White Sands**

4.1 Members shall:

- a. Act honestly and in good faith, serve the welfare and interests of the Summer Village as a whole;
- b. Perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c. Conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are supposed by Council; and
- d. Arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

### **5. Communicating on behalf of the Summer Village**

5.1 A member must not claim to speak on behalf of Council unless authorized to do so;

5.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson, all inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson;

5.3 A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position;

5.4 No member shall make a statement with the intent to mislead Council or members of the public;

5.5 No member shall make a statement when they know that the statement is false.

### **6. Respecting the Decision-Making Process**

6.1 Decision making authority lies with Council and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No member shall, be authorized by Council, attempt to bind the Summer Village or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Summer Village.

6.2 Members shall conduct and convey Council business and all their duties in an open transparent manner other than for those matters which by law are authorized to be dealt with a confidential manner in an in-camera session, and in so doing allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

## **7. Adherence to Policies, Procedures, and Bylaws**

7.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies, and procedures adopted by Council;

7.2 Members shall respect the Summer Village as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Summer Village, its bylaws, policies and procedures;

7.3 A member must not encourage disobedience of any bylaw, policy, or procedure of the Summer Village in responding to a member of the public, as this undermines public confidence in the Summer Village and in the role of the law;

## **8. Respectful Interactions with Council Members, Staff, the Public, and Others**

8.1 Members shall act in a manner that demonstrates fairness, respect for the individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest;

8.2 Members shall treat one another, employees of the Summer Village and members of the public with courtesy, dignity, and respect and without abuse, bullying or intimidation;

8.3 No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Summer Village or any member of the public;

8.4 No member shall speak in a manner that is discriminatory to any individual based on the persons' race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

8.5 Members shall respect the fact that employees in administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.6 Members shall not:

1. Involve themselves in matter of Administration, which falls within the jurisdiction of the Chief Administrative Officer;
2. Use or attempt to use their authority of influence for the purposes of intimidating, threatening, coercing, commanding, or influencing, any employee of the Municipality with the intent of interfering in the employees' duties or;
3. Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **9. Confidential Information**

9.1 Members must keep in confidence matters discussed in private at a Council or Council Committee meeting until the matter is discussed at a meeting held in public;

9.2 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

9.3 No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

## **10. Conflicts of Interest**

10.1 Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or associates, business or otherwise.

10.3 Members shall approach decision-making with an open mind that is capable of persuasion.

10.4 It is the individual responsibility of each member to seek independent legal advice, at a members' sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

## **11. Improper Use of Influence**

11.1 No Member shall use influence of the Members' office for any purpose other than for the exercise of the Members' official duties.

## **12. Use of Municipal Assets**

12.1 Employee's shall use municipal property, equipment, services, supplies, and staff resources only for the performance of their duties as a Member

## **13. Orientation and Other Training Attendance**

13.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes oath of office.

13.2 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

13.3 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

13.4 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

13.5 Members shall not accept gifts, hospitality, or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence to induce influence or otherwise to go beyond the necessary and appropriate public functions involved.

## **14. Internal Complaint Process**

14.1 Any person or Member who has identified or witnessed conduct by a member that the person or member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by;

1. Advising the Member that the conduct violates this Bylaw and encouraging the member to cease;

2. Requesting the Chief Elected Official to assist in informal discussion of the alleged complaint with the Member is an attempt to resolve the issue. In the event that the Chief Elected Official is the subject of or implicated in a complaint, the person may request the assistance of the Deputy Chief Elected Official.

14.2 Individuals are encouraged to pursue this informal complaint process as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below

## **15. Formal Complaint Process**

15.1 Any person or Member who has identified or witnessed conduct by a member or person who reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

1. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
2. All complaints shall be addressed to the Chief Administrative Officer (CAO), the Chief Elected Officer (CEO), then an unbiased 3<sup>rd</sup> Investigator shall be appointed;
3. If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the investigator;
4. The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known given rise to the allegation;
5. Upon receipt of a complaint under this Bylaw, the investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or there are no grounds or insufficient grounds for conducting an investigation, the investigator may choose not to investigate or if already commenced, may terminate any investigation or may dispose of the complaint in a summary manner, in that event, the complainant and Council, if Council is not the investigator, shall be notified of the investigators' decision.
6. If the investigator decides to investigate the complaint, the investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the investigator regarding the investigations shall be confidential.
7. If the investigator is not Council, the investigator shall upon conclusion of the investigation provide the Council and the

Member who is the subject of the complaint, the results of the investigator's investigation.

8. A member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed.

9. A member who is the subject of an investigation is entitled to be represented by legal counsel, at the Members' sole expense.

## **16. Compliance and Enforcement**

16.1 Members shall uphold the letter and the spirit and intent of this Bylaw.

16.2. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.

16.3. No Member shall:

1. Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
2. Obstruct Council, or any other person in carrying out objectives or requirements of this Bylaw.

16.4 Sanctions that may be imposed on a Member by Council upon finding that the Member has breached this Bylaw may include:

1. A letter of reprimand to the Member;
2. Requesting the Member to issue an apology;
3. Publication of a letter of reprimand or request for apology and the Members' response;
4. Suspension or removal of the appointment of a Member as the Chief Elected Official under Section 150 (2) of the Act;
5. Suspension or removal of the appointment of a Member as the Deputy Chief Elected Official under section 152 of the Act;
6. Suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;
7. Reduction or suspension of remuneration as defined in section 275.1 of the Act, corresponding to a reduction in duties excluding allowances for attendance at Council meetings;
8. Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Councillor and the sanction is not contrary to the Act.

**17. Review**

17.1 This Bylaw shall be brought forward to review a the beginning of each term of Council, when relevant legislation is amended and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

**18. Repeal**

18.1 Summer Village of White Sands Bylaw No. 197-18 and all amendments there are repealed. *(revision Bylaw 207-24, June 12, 2024)*

This Bylaw shall come into effect on the date of third and final reading.

READ a first time in open Council this 8<sup>th</sup> day of June 2022.

READ a second time in open Council this 8<sup>th</sup> day of June 2022.

READ a third and final time in open Council this 8<sup>th</sup> day of June 2022.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Chief Administrative Officer

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Chief elected Official</b>
<b>Agenda Item Number:</b>	<b>3</b>

**BACKGROUND/PROPOSAL:**

Legislation requires municipal councils to appoint one member of council to act as the Chief Elected Official (CEO), who will chair/preside over the council meeting, perform any other duties imposed through enactments/bylaws, and board appointments. This appointment is in addition to the councillor duties legislated in the MGA.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Government Act provides the following:

- s.150(2) The chief elected official of a village, summer village or municipal district is to be appointed by council from among the councillors unless the council passes a bylaw providing that the official is to be elected by a vote of the electors of the municipality
- s.154 A chief elected official, in addition to performing the duties of a councillor, must
  - preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
  - perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
  - the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official’s personal name.
- s.155 A councillor is to have the title “councillor” and a chief elected official that of “chief elected official” unless the council directs that another title appropriate to the office be used.
- s.185.1(1) At a meeting at which a council:
  - (a) establishes a council committee or other body under section 145, MGA, or
  - (b) appoints a chief elected official under section 150

A secret ballot must be held if requested by any councillor present at the meeting.

(2) A vote by secret ballot under subsection (1) must be confirmed by a resolution of council

Council may consider options as follows:

1. That all voting on appointments be conducted by show of hands (*Must be carried unanimously*)
2. That all voting on appointments be conducted by secret ballot (*Passes with any single vote*)

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council provide further direction on voting method for the appointment.
2. Council appoint one member of council as the chief elected official and define title to be used.

**Initials show support** – Reviewed By:

**CAO:** \_\_\_\_\_

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Deputy Chief Elected Official</b>
<b>Agenda Item Number:</b>	<b>4</b>

**BACKGROUND/PROPOSAL:**

Legislation and Procedural Bylaw 200-23 requires council to appoint a deputy chief elected official.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Government Act provides the following:

- s.152 (1) A council must appoint one or more councillors as deputy chief elected official so that
  - (a) only one councillor will hold that office at any one time, and
  - (b) the office will be filled at all times.
- (2) A deputy chief elected official must act as the chief elected official
  - (a) when the chief elected official is unable to perform the duties of the chief elected official, or
  - (b) if the office of chief elected official is vacant.
- (3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official
  - (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
  - (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

*COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

**RECOMMENDED ACTION:**

1. Council appoint one member of council as the deputy chief elected official and define title to be used.

<b>Initials show support – Reviewed By:</b>	<b>CAO: _____</b>
---	-------------------

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Appointment of Signing Authority</b>
<b>Agenda Item Number:</b>	<b>5</b>

**BACKGROUND/PROPOSAL:**

The municipality requires two (2) authorized manual signatures for cheques: one (1) a designated officer (CAO) and one (1) chief elected official or by another person authorized by council. The appointment(s) are for carrying out the business of the municipality in an accountable and fiscally responsible manner for contractual and financial commitments as per the legislative requirements.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Municipal Government Act provides the following signing and authorization of municipal documents as:

- s.213 (1) Minutes of council meetings, and minutes of council committee meetings dealing with a power, duty or function delegated by council to the council committee, must be signed by
  - (a) the person presiding at the meeting, and
  - (b) a designated officer.
- (2) Repealed 2022 c16 s9(45).
- (3) Bylaws must be signed by
  - (a) the chief elected official, and
  - (b) a designated officer.
- (4) Agreements and cheques and other negotiable instruments must be signed or authorized
  - (a) by the chief elected official or by another person authorized by council to sign them, and
  - (b) by a designated officer,
 or by a designated officer acting alone if so authorized by council.
- (5) A signature may be reproduced by any method if so authorized by council.

**COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable in any direct way.

**RECOMMENDED ACTION:**

1. Council appoint at least one member of council as signing authority

<b>Initials show support – Reviewed By:</b>	<b>CAO: _____</b>
---	-------------------

committee/board/commission unless indicates three require all members of council and consider appointment of an Alternate.

**Initials show support – Reviewed By:**

**CAO:** \_\_\_\_\_

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Committee/Board Appointments</b>
<b>Agenda Item Number:</b>	<b>6</b>

**BACKGROUND/PROPOSAL:**

The municipality belongs to multiple regional service committees/boards/commissions that have been established by bylaw, that require at least one (1) appointed member of council for a term of one year, as per Procedural Bylaw 200-23.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Committee/Boards/ Commissions of the municipality that require appointments are as follows:

1. Municipal Planning Commission – MPC – (3)
2. Buffalo Lake Intermunicipal Development Plan Committee – BLIDP – (1)
3. Buffalo Lake Intermunicipal Development South Shore Plan Committee
4. Buffalo Lake Management Team (Rochon Sands Hall) - (1)
5. County of Stettler Housing Authority (County Office) - (1)
6. Stettler Regional Fire Advisory Committee (Stettler Fire Hall) – (1)
7. Stettler And District Ambulance Authority (County Office) – (1)
8. Regional Waste Management Authority (County Office) – (1)
9. Shirley McClellan Regional Water Services Commission -SMRWSC – (1)
10. White Sands Emergency Management Committee (3)
11. Stettler Regional Emergency Management Agency (SREMA)– (1)
12. Parkland Regional Library – (1)
13. Intermunicipal Collaboration Committee (ICC) (CEO or Designate) (1)

A summary of each of the boards is attached as information.

**COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable in any direct way.

**RECOMMENDED ACTION:**

2024 Organizational Meeting Council Appoint at least one (1) member of the Council to the each

committee/board/commission unless indicates three require all members of council and consider appointment of an Alternate.

**Initials show support – Reviewed By:**

**CAO:** \_\_\_\_\_

## **Establishment of Development Authority Bylaw 187/22**

The Summer Village of White Sands Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized by Summer Village of White Sands Land Use Bylaw to administer and decide upon all development permit applications in a manner prescribed in the Land Use Bylaw.

## **Land Use Bylaw 186/22**

### **2.4**

#### **Variance Authority**

2.4.1 The Municipal Planning Commission may allow a variance of any standard prescribed in this bylaw provided the variance complies with the requirements of the Alberta Building Code, and the variance does not:

- (a) unduly affect the neighbourhood which includes variances for non-conforming buildings.
- (b) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land, and
- (c) the proposed development conforms to the use prescribed for the land in this bylaw.

2.4.2 In considering a variance the Municipal Planning Commission shall:

- (a) Not grant a variance which would infringe the Airport zoning regulations; and
- (b) Not grant a variance which would infringe the floodway/flood fringe regulations; and
- (c) Have regard to the purpose and intent of the district and the nature and value of developments on adjacent properties
- (d) If a variance is granted, the Development Authority shall specify its nature in the development permit approval.

**MPC currently is made up of all members of council. After further review of current and old bylaws could not find a municipal planning commission bylaw as per the Procedural Bylaw 200-22.**

## **Buffalo Lake Intermunicipal Development Plan 2020**

### **BUFFALO LAKE INTERMUNICIPAL DEVELOPMENT PLAN COMMITTEE**

The Plan Steering Committee is comprised of representatives from the five municipalities. To ensure that input from key provincial stakeholders was considered during the preparation of this plan, the committee invited Alberta Environment and Parks and the Buffalo Lake Management Team to assist with the plan's development.

With the adoption of this plan, the municipalities must establish a Buffalo Lake Intermunicipal Committee as an active standing committee with equal representation from each of the five municipalities who hold municipal jurisdiction over the lands within the plan area. Alberta Environment and Parks and the Buffalo Lake Management Team do not have direct jurisdiction over the lands covered by the plan, they may continue to be involved in the Buffalo Lake Intermunicipal Committee through referrals as outlined in Section 4.7.

### **2.5 GENERAL POLICIES**

**2.5.1 Committee Composition** – The committee must be composed of one (1) member from each of the councils of the municipalities appointed by the respective municipal council.

**2.5.2 Committee Chair Election** – The committee chair and vice chair must be chosen annually at the first meeting of the committee held subsequent to the annual organizational meetings of the municipalities.

**2.5.3 Meeting Requirements** – The committee must meet on an ongoing basis as often as may be required, but at a minimum, the committee must meet annually.

**2.5.4 Committee Responsibilities** – The mandate of the committee will be to:

4.2.4(a) function as a reviewing body for plan amendments, proposed growth node plans for the five growth nodes, or other review functions as outlined in this plan and/or future growth node plans;

4.2.4(b) monitor the implementation of regulatory provisions of the plan and assess the general effectiveness of the plan;

4.2.4(c) ensure that the plan is responsive to changing conditions and is consistent with the future Red Deer Regional Plan and North Saskatchewan Regional Plan being prepared by the Government of Alberta;

4.2.4(d) carry forward and address specific initiatives and actions identified within the plan and other intermunicipal initiatives and opportunities in the plan area;

4.2.4(e) undertake the periodic review of the plan as prescribed in Section 4.8; and 4.2.4(f) seek to resolve intermunicipal disagreements under Section 4.11.

**2.5.5 Committee Decisions** – Decisions and actions of the committee must be by consensus of the members of the committee.

**Meeting is scheduled for January 2025, will provide update once notification received.**

## **Buffalo Lake Management Team**

The Buffalo Lake Management Team was formed by the Minister of Environment in 1991 to provide advice on the construction, mitigation and operation of the Parlby Creek-Buffalo Lake Water Management Project. Since completion of the construction phase of the project, and development of the Parlby Creek-Buffalo Lake Operating Plan, the Committee has focused on assessment of mitigation measures to be addressed, monitoring ongoing operations and land-use surrounding the Parlby Creek-Buffalo Lake system, and providing input into the development of the Buffalo Lake Integrated Shoreland Management Plan.

The management team is made up of representatives of the surrounding communities, surrounding counties and Alberta Environment & Parks representatives. The committee met about 10 times a year and was accountable to the Minister of the Environment.

In September 2016, the Buffalo Management Team was formally dissolved under Ministerial Order 32-2016 as the BLMT had completed its original mandate and was no longer required to be a Ministerial Committee. Following the formal dissolution of the BLMT, the Buffalo Lake Management Team decided to transition to an implementation committee and will focus their efforts on implementation of the Buffalo Lake Integrated Shoreland Management Plan, public education of the plan and the Government-owned right-of-way surrounding the lake, liaise with lake stakeholders, and will continue to monitor operations of the Buffalo Lake/Parlby Creek water management project owned by Alberta Environment & Parks. The BLMT will also act as an advisory committee for Alberta Environment & Parks with respect to decisions made in the Government-owned right-of-way and for any outstanding mitigation projects.

<https://open.alberta.ca/dataset/14cbedbe-1c39-4d0c-8133-c2b4d3222fe8/resource/9f2bd0c7-e181-4bdd-b21c-b216fafa6411/download/2011-buffalolakeintegratedshorelandplan-2011.pdf>

## **Prussian Carp found in the Red Deer River**

May 13, 2019

See the following attachments related to Prussian Carp found in the Red Deer River and the implications for the Buffalo Lake pumping project. Prussian Carp & Lake Stabilization License Suspensions – FAQ AIS-Quickfacts-PrussianCarp-May2015

**(informal meeting no dates noted at this time)**

## **County of Stettler Housing Authority**

The County of Stettler Housing Authority, in cooperation with eight other municipalities including the Town and County of Stettler, operates three lodges in Stettler as well as Seniors Self-Contained, Affordable Housing, Community Housing and rent support programs. The Housing Authority Board is 8 members representing 6 municipalities. Board funding is based on the municipality members equalized assessment funding formula. Program funding is in part by provincial government subsidies, municipal tax requisition, and rent by residents.

***3<sup>rd</sup> Thursday evening of the month at 6:00 pm at Paragon Place, attendance can be virtual (Zoom) This month however the meeting will be October 24/24***

## **Stettler Regional Fire Advisory Committee**

The municipality belongs to a regional fire service agreement that was established in 2011. The Stettler Fire Service is provided the municipality fire service response when a call for assistance within the village is received based on the agreement sections as follows:

1. The Department makes no representations or warranties in regard to the nature or level of fire services which will be available, and the Regional Fire Chief, or his or her designate, retains a general discretion regarding the nature and scope of fire services which can be provided at any given time. However, the Department will endeavour to provide fire services to the Village, within the limits of its abilities, in accordance with the same practices and policies which are applicable with the Town & County.
2. The fire services contemplated hereunder and provided by the Department are solely and absolutely at the discretion of the Regional Fire Chief, or his or her designate, and the Fire Chief may, without rendering the Department liable for any claims, penalties, damages or losses whatsoever incurred by the Village or any Third Party, direct any of the following:
  - a. That there be dispatched in response to a call, as many fire vehicles, equipment or apparatus as the Fire Chief or his or her own designate, in their sole discretion deems to be necessary:  
or
  - b. That there be dispatched in response to a call such lesser number of units of fire vehicles, equipment or apparatus as, in the judgement of the Fire Chief, or his or her delegate, is appropriate in the circumstances.

The annual rate to maintain fire department service agreement for the Village has been calculated on a cost per parcel of land based on the total number of parcels within the municipality. In 2014, the cost per parcel was \$88.00 with a 2% increase annually over the last ten years to 112.26 per parcel. Since 2011 the municipality has grown in parcel development from 426 to 451. This will be coming up for renewal discussions in the future.

***There has been no scheduled regular meetings at this time and will be advised as information becomes available***

## **Stettler Regional Waste Authority**

Bylaw 38 established the Stettler Regional Waste Authority in 1990. The bylaw lays out that council may appoint one or more of its council members to be members of a joint committee with members appointed by the councils of other municipalities and may delegate to such joint committee power to construct, maintain, control and manage such undertaking, including the power to disburse the proceeds of debentures or other funds used for the purpose of providing a regional solid waste system to serve all participating municipalities.

***The SWMA is quarterly, generally at 10:00am on Fridays. The next meeting is Friday December 13, in the Council Chambers at the County office, and Zoom is always an option***

**Shirly McClellan Regional Water Services Commission**

The Shirley McClellan Regional Water Services Commission (SMRWSC) consists of 14 municipalities (County of Stettler No. 6, County of Paintearth, Special Areas Board, Town of Castor, Town of Coronation, Village of Bawlf, Village of Big Valley, Village of Consort, Village of Donalda, Village of Halkirk, Village of Rosalind, Village of Veteran, Summer Village of Rochon Sands, Summer Village of White Sands) whose objective is to supply potable water to its member communities.

The municipality, as part of the regional water services commission, the municipality pays a portion of the debenture project payments that is based on the annual consumption per phase expansion. Capital infrastructure funding is made up of 90% grant funding Provincial/Federal and 10% Municipal. White Sands payments per phases completed listed below:

Phase 1) Stettler to Consort – 2024 Payment

	Volume per Bylaw 6-11	% by Volume Used	% of Debt Payment	2023 Balance	2024 Payments	Outstanding End of 2024
SV of White Sands	74,724	0.017218837	0.021846341	\$ 57,051.62	\$ 4,361.09	\$ 53,735.01

- Phase 2) Big Valley - Prepaid
- Phase 3) Donalda – Prepaid - Grants

	Volume per Bylaw 6-11	% by Volume Used	Share of Debenture	Municipal Prepayment	2024 Payments	Outstanding End of 2024
SV of White Sands	74,724	0.017218837	\$ 27,805.87	\$ 27,805.87	\$ -	\$ -

- Phase 4) White Sands - Prepaid
- Phase 5) Brownfield - Prepaid

	Volume per Bylaw 6-11	% by Volume Used	Share of Debenture	Municipal Prepayment	2024 Payments	Outstanding End of 2024
SV of White Sands	74,724	0.017219	\$ 10,399.51	\$ 10,399.51	\$ -	\$ -

- Phase 6) Rochon Sands – 2024 completion – Debenture Unknown – Budgeted - grants
- Phase 7) Bawlf and Rosalind – Likely 2025 Construction – Debenture
- Phase 8) Compeer – unknown status

Capital infrastructure funding is made up of 90% grant funding Provincial/Federal and 10% Municipal. Frequency of meetings depends on the construction work ongoing, but it’s generally 3-6 meetings per year.

**Next meeting being November 14 at 7:00pm for the budget presentation, and then December 16<sup>th</sup> to consider passing the budget.**

***50% of meetings are exclusively by Zoom. When not exclusively Zoom, they are either at the County of Stettler or County of Paintearth Council Chambers.***

### **Stettler District Ambulance Association**

The meetings are held quarterly (March/June/September/December), but also can be held more often at the call of the chair.

***Generally at 10:00am on Mondays. The next meeting is Monday December 9, Council Chambers at the County office***

Attendance can be virtual for members and Zoom is always an option

### **Parkland Regional Library Board Appointment**

It is a legislative requirement found in the Alberta Library Act for intermunicipal library boards and the Summer Village of White Sands is a member municipality.

The Alberta Library Act states as follows:

12(1) An intermunicipal library board consists of the members appointed to the board by the council of each municipality that is a party to the intermunicipal agreement respecting that board in accordance with the intermunicipal agreement.

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.

***The next meeting of the Parkland Library Board is on November 14<sup>th</sup>, Lacombe, Alberta with virtual capabilities (Zoom)***

### **Stettler Regional Emergency Management Agency**

The Emergency Advisory Committee and the Emergency Management Agency are hereby established to advise and coordinate on the development of emergency plans and programs and to exercise the powers delegated to the Committee and the Agency by the bylaw.

***Meetings are annual and held at the Stettler County Office and virtual (Zoom) no dates confirmed***

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Council Meeting Dates, Time, &amp; Municipal Office Location</b>
<b>Agenda Item Number:</b>	<b>7</b>

**BACKGROUND/PROPOSAL:**

The Municipal Government Act provides that council is the governing body of the municipal corporation and that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution. Providing for a regular schedule for council meetings on a specified date, times and places will allow for timely decision-making processes for both legislative, and administrative and community issues that arise.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The previous schedule for meetings was the third Wednesday of the month at 9:30 am at the temporary municipal office location, #10, 19447-HWY 12, Stettler County, until the new office is moved to #8 Front Street, White Sands, to be in place by the end of October 2024.

The Procedural Bylaw 200-23 outlines the following:

- (a) Regular Meetings and Special Meetings of Council shall be conducted in public and held in the Municipal Office,
- (b) Regular Meetings and Special Meetings of Council will endeavor to be streamed as live video, recorded video will be available on the municipal webpage within 72 hours or as reasonably possible, excluding closed meeting or a portion thereof.
- (c) Regular meetings shall be scheduled according to the decision made at the annual organizational meeting and may be amended by resolution of council and advertised via the internet on the municipal website and municipal Facebook pages.
- (d) Every regular meeting of Council shall commence at the specified time advertised and no earlier than when the meeting is called to order.
- (e) Council may cancel or postpone any meeting by resolution in a meeting held in public with a quorum of Council present.
- (f) Special Council meetings may be called in accordance with Section 194 of the *Act*.
- (g) Attendance is required at all Council meetings. Council members may attend and be counted present via electronic means in instances where they are unable to be physically present.

**Options:**

Council may wish to schedule meetings monthly by choosing the following:

1. Week: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup>
2. Day: Monday, Tuesday, Wednesday or Thursday
3. Time: Day or Evening

1. If a regular scheduled council meeting falls on a stat holiday then the meeting would move to the following day after the statutory holiday.

*COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council schedule regular council meetings for the 2<sup>nd</sup> , Tuesday of each month at a specific time to be located at the temporary municipal office location at #10, 19447-HWY 12, Stettler County.
2. Council motion that the new municipal office location once the RTM Building is installed and ready occupancy will be permanently located at #8 Front Street, White Sands and to advertise the move dates through the website, Facebook, and What's Up at White Sands.

**Initials show support – Reviewed By:**

**CAO:** \_\_\_\_\_

**SUMMER VILLAGE OF WHITE SANDS  
PROCEDURAL BYLAW 200-23**

**A BYLAW TO REGULATE THE PROCEEDINGS OF COUNCIL OF THE SUMMER VILLAGE OF WHITE SANDS AND TO DEFINE CERTAIN DUTIES OF THE COUNCIL.**

**Whereas**, Section 145 of the *Municipal Government Act*, being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, provides that Council may make rules and regulations for called meetings, governing its proceedings and the conduct of its members;

**Whereas**, the Council of the Summer Village of White Sands, in the Province of Alberta, consider it desirable to adopt a procedural bylaw;

**NOW THEREFORE** the Council of the Summer Village of White Sands hereby enacts as follows:

**Section 1 – Title**

This bylaw may be cited as “Procedural Bylaw”

**Section 2 – Purpose**

The purpose of this bylaw is to set the structure of Council meetings and provide direction to Council when the need arises to address matters where issues arise and need to be addressed using a formal process.

**Section 3 – Definitions**

In this bylaw, unless the context otherwise requires:

- (a) “Act” refers to the *Municipal Government Act* being Chapter M26 of the Revised Statutes of Alberta, 2000 as amended, or repealed and replaced;
- (b) “FOIP” refers to the *Freedom of Information and Protection of Privacy Act, chapter F-25, Division 2 of Part 1, section 16 to 29*, as amended or legislation substituted, therefore;
- (c) “Deputy Mayor” means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor;
- (d) “Agenda” means the agenda for a Regular or Special Council Meeting;
- (e) “CAO” means the Chief Administrative Officer of the Summer Village;
- (f) “Chairperson or Chair” means the person who presides at a meeting, and , when in attendance ast a Council Meeting, shall mean the Mayor, Deputy Mayor and/or Councillor;
- (g) “Closed Session (Closed)” means a portion of a Council or Committee meeting is closed to the public, pursuant to the provisions of the *Municipal Government Act*, also referred to as “in camera”;
- (h) “Council” means the Mayor, Deputy Mayor and Councillors of the Summer Village
- (i) “Committee” means a committee, board, commission, authority, or any other public body established by Council pursuant to this bylaw;
- (j) “Electronic or other Communication Facilities” shall mean the members of Council may attend a council or committee meeting through electronic communications. This can include using a telephone with the use of the speaker, via personal computer, or other means of technology advances;

- (k) “Electronic Meeting” is a meeting held in two or more places with the participants using electronic means of communication; telephone with speaker capability, personal computer, Ipad, or other means of technology where all meeting’s participants and public can watch or hear each other;
- (l) “Mayor” means the Member of Council duly elected to Council and appointed as Mayor by the Council at large at the annual Organizational Meeting;
- (m) “Member” means a member of Council, duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- (n) “Quorum” means the number of Members required for the legal conduct of the business of Council or a Committee;
- (o) “Recorded Vote” means that prior to a vote on the motion a member has called for the Minutes to record the members present at the meeting and the Minutes to show which members voted for or against the motion or abstained;
- (p) “Summer Village” means the corporation of the Summer Village of White Sands, in the Province of Alberta and, where the context so requires, means the area included within the boundaries of the Summer Village and its property;
- (q) “Public Hearing” is a meeting of council which is convened to hear matters pursuant to the *Municipal Government Act*;
- (r) “Special Meeting” is a meeting called by the Mayor or CAO pursuant to the *Municipal Government Act*;
- (s) “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;

**Section 4 – Application**

- (a) This Bylaw applies to all meetings of Council and all meetings of Boards and Committees.
- (b) The precedence of the rules governing the procedure of Council is:
  - (i) Municipal Government Act
  - (ii) Other Provincial Legislation; and
  - (iii) This bylaw

**Section 5 – Agenda**

- (a) The agenda shall list the items and order of business to be conducted at the meeting.
- (b) The CAO shall ensure copies of the Agenda are:
  - (i) Available for Councillors not less than three days before the commencement of the meetings for which they are prepared; and
  - (ii) provided with all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) and available on the municipal website to the media and public, but only after they have been provided to the Council Members.
- (c) All submissions for the agenda of all Public Hearings and Regular Meetings of Council shall be received by the CAO no later than 4:00 pm on the fifth business day on which the meeting is held.

- (d) Subject to subsection 5(e) of this Bylaw, only material which has been received in accordance with Subsection 5(c) of the Bylaw shall be considered at the meeting for which the Agenda is prepared.
- (e) Once the Council Agenda has been published, requests to add an item to the Agenda must be approved by the Council.
- (f) If an emergent matter needs to be brought before Council at any meeting the item shall:
  - (i) Be accompanied by a brief explanation from the CAO/Councillor indicating the reasons for and the degree of urgency of the item; and
  - (ii) Be considered as an addendum to the agenda.

**Section 6 – Organizational Meetings**

- (a) An organizational meeting of Council shall be held annually, prior to the 31<sup>st</sup> of August, according to Section 192 of the Municipal Government Act.
- (b) The CAO shall do the following: set the time and place for the Organizational Meeting, business of the meeting shall be limited to:
  - (i) Call the meeting to order;
  - (ii) Ensure that the official oath as prescribed by the Oaths of Office Act has been administered to every member of council, should the meeting follow the general municipal election or by-election; and
  - (iii) Preside over the meeting until the Mayor has been appointed;
  - (iv) Appointment of Mayor and Deputy Mayor for the following year;
  - (v) The appointments of Members to Committees to which Council is entitled to make.
- (c) Appointments of Council members to Committees shall be for a term of one year, unless otherwise specified.
- (d) Review of the Code of conduct for Elected Officials
- (e) Review of Remuneration Policy
- (f) Council at its organizational meeting shall appoint members of the various other Commissions, Committees, boards and other bodies which are within Council's jurisdiction.

**Section 7 – Committees**

- (a) Council may establish Committees as are necessary or advisable by bylaw for the orderly and efficient handling of the affairs of the Village and may set terms of reference for Committees.
- (b) When set, "The Terms of References for Committees" may be amended by bylaw of Council from time to time, as required.
- (c) When establishing a Committee, Council may adopt a Terms of Reference for the Committee that:
  - (i) names it:
  - (ii) establishes membership, purpose and authority:
  - (iii) sets the term and/or directs that the committee exists on an on-going basis at the pleasure of Council; and

- (iv) allocates any necessary budget or other resources.
- (d) The Council may appoint, by motion, Councilors, employees, Public-at-Large, or other members to Committees in accordance with the approved Terms of Reference within the Committee Bylaw.
- (e) At its first meeting each year, a Committee shall elect a Chairperson and a Vice Chairperson from among the Members, unless Council designates:
  - (i) The Chairperson of a committee; or
  - (ii) The manner in which the Chairperson shall be selected and the term.
- (f) 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 a Notice of Motion has been given in writing at a regular meeting of the Committee held at least five business days prior to the meeting at which the motion is considered.
- (g) The Chairperson shall preside at every meeting and shall vote on all questions; in the absence of the Chairperson the Vice-Chairperson shall preside and exercise the same powers, duties and responsibilities that Chair would be entitled to exercise if present.
- (h) 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 over that meeting.
- (i) A Committee shall conduct its meetings in public in accordance with the provisions of the MGA and under section 11 “*Control and Conduct of Council Meetings*” of this bylaw.
- (j) Committees shall adhere to the following minimum meeting requirements:
  - (i) Committees shall establish, on an annual basis, a schedule of regular meetings;
  - (ii) a regular meeting schedule established under this section must be filed with the CAO a minimum of three (3) clear days prior to the first meeting in the schedule.
  - (iii) the Chairperson may call a meeting of the Committee at any time and must do so if a majority of Committee members request in writing, including a statement of purpose of the meeting. A Special Meeting requested by Committee members must be held within 14 days after the request is received; and
  - (iv) notice of Committee meetings not approved in the established annual schedule, or cancellation of a previously called meeting, must comply with requirements for Public Notice as set out in this Bylaw and be filed with the CAO a minimum of 24 hours prior to the meeting.
- (k) Minutes shall be prepared for all Committee meetings and must:
  - (i) include all decisions and other proceedings;
  - (ii) include the names of Committee members present at and absent from the meeting;
  - (iii) include any abstentions made under the Municipal Government Act by any member and the reason for abstention;
  - (iv) include the signatures of the Chair and the Recording Secretary; and

- (v) be retained in a safe manner and be available upon request. A final copy of the minutes must be provided to the CAO within a minimum of three working days after being confirmed by the Committee.
- (l) When a Committee established by Council is of the opinion that a meeting should be closed to the public, the motion passed to authorize the closed meeting shall include the stated reason and the section of FOIP that applies for holding the closed meeting, and the closed meeting may only be held in accordance with Section 197 of the Act.
- (m) Meetings of Committees shall be open to members of Council, but only those members specifically named or appointed ex-officio to the Committee shall be entitled to take part in any discussion or debate and vote on any matter before the Committee.
- (n) No Committee or any member of a Committee has:
  - (i) power to pledge the credit or course of action of the Summer Village or enter into any agreement on behalf of the Committee or Summer Village;
  - (ii) power to authorize any expenditure to be charged against the Summer Village without prior approval by Council; or
  - (iii) authority to act except as established in the Terms of Reference for the Committee.
- (o) Councilors appointed to a Committee by the Council shall be responsible to keep Council informed as to Committee activities through monthly Councillor Reports
- (p) A Committee shall provide the Council with an annual summation of Committee activities.
- (q) The business of Committees shall be conducted in accordance with the rules governing the procedures of Council except for the following:
  - (i) There shall be no limit to the number of times a member may speak to a question;
  - (ii) The Committee's decision shall be that of the majority of the members voting.
- (r) The Recording Secretary shall not record the names of the members voting; however, an individual member may ask that the minutes record their opposition.

## **Section 8 – Meetings of Council**

- (a) Regular Meetings and Special Meetings of Council shall be conducted in public and held in the Municipal Office,
- (b) Regular Meetings and Special Meetings of Council will endeavor to be streamed as live video, recorded video will be available on the municipal webpage within 72 hours or as reasonably possible, excluding closed meeting or a portion thereof.
- (c) Regular meetings shall be scheduled according to the decision made at the annual organizational meeting and may be amended by resolution of council and advertised via the internet on the municipal website and municipal Facebook pages.
- (d) Every regular meeting of Council shall commence at the specified time advertised and no earlier than when the meeting is called to order.
- (e) Council may cancel or postpone any meeting by resolution in a meeting held in public with a quorum of Council present.
- (f) Special Council meetings may be called in accordance with Section 194 of the *Act*.

- (g) Attendance is required at all Council meetings. Council members may attend and be counted present via electronic means in instances where they are unable to be physically present.

### **Section 9 – Meetings Through Electronic Communications**

- a) Pursuant to the *Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:
  - i. notice is given to the public of the meeting, including the way in which it is to be conducted;
  - ii. the facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and a designated officer is in attendance at that place; and
  - iii. the facilities enable all the meetings' participants to watch and/or hear each other.
- b) Councillors participating in a meeting held by an electronic or other communication facility are deemed to be present at the meeting.
- c) A Council member may attend Regular or Special Council meetings by means of electronic communication unlimited times per calendar year, unless otherwise approved by Council.
- d) A Member of Council may participate in a Council or Committee meeting through electronic or other communication facility if:
  - i. The member is in a location outside of the Summer Village for any reason;
  - ii. The member is in a location within the Summer Village but is unable to attend a meeting for medical reasons for themselves, or an immediate family member;
  - iii. There is quorum of other Members of Council situated in the actual meeting place to ensure the meeting could continue if the communication facility failed or should the meeting go into closed session;
  - iv. The CAO (or designate) is present at the Council meeting;
  - v. If that location is able to support its use, ensuring that all Council members participating in the meeting are able to communicate effectively; and
  - vi. The location is secure, appropriate for Council interaction and public viewing, and free from outside distractions.
- e) When a Council member attends a Closed session, they will be required to confirm that they have attended the Closed Session alone in keeping with the definition in this Bylaw of a Closed session, by making a Statement declaring that they are alone.
- f) The meeting Chairperson must be physically present at the meeting, but may Chair the meeting through electronic or other communication facility only in extreme cases (i.e. working away or travelling, snow storm, vehicle or personal issues).
- g) The Chair shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic or other communication facility.

- h) The Chair has the sole authority to deny the use of the electronic meeting location if in his/her opinion the location is disruptive to the Council meeting, is in his/her opinion not secure, and is in his/her opinion located in any place deemed inappropriate.
- i) Any public person who wants to utilize electronic means or communication facilities to attend the meeting is posted on the municipal website with the communication facility information and code to access.
- j) Any Delegation or Council member who wants to utilize electronic means or communication facilities to attend meeting must:
  - i. Notify the Mayor and CAO (or designate), that he or she intends to participate in the meeting through electronic means or communication facility;
  - ii. Provide to the Mayor or CAO the reason that they cannot attend the meeting at the scheduled location;
  - iii. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting; and
  - iv. Contact the Administration office a half (1/2) hour before the start of the meeting to receive the electronic or other communication facility meeting codes.

## **Section 10 – Order of Business at Meetings**

- (a) Subject to the other provisions of this Section, the order of business for a meeting shall be the order of the items contained in the Agenda.
- (b) The normal order of business for the Regular Meeting of Council shall be as follows:
  - (1) Call to order
  - (2) Adoption of Agenda
  - (3) Adoption of Previous Minutes
  - (4) Public Hearings
  - (5) Delegations
  - (6) Bylaws and Policies
  - (7) Business
  - (8) Council Reports
  - (9) CAO Reports
  - (10) Financial
  - (11) Correspondence
  - (12) In-Camera (as required)
  - (13) Adjournment
- (c) When the Council alters or changes the order of business, it shall be done by adoption of the amended agenda or resolution by two-thirds (2/3) vote
- (d) A member who has a pecuniary interest in a matter before Council, Council Committee or any other body to which the Councillor is appointed as a representative of the Council in accordance with Section 172 of the Act, the Councillor must, if present:
  - (i) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
  - (ii) abstain from voting on any question relating to the matter,
  - (iii) abstain from any discussion of the matter, depending on the related pecuniary interest and definitions under Section 172 of the Act and be noted in the minutes of the pecuniary interest as it relates to the Act.

## **Section 11 – Start of a Council Meeting**

- (a) When there are sufficient members present to form a quorum at the time set for the start of the meeting or as soon thereafter as a quorum is present, the Mayor shall take the chair and call the meeting to order.
- (b) If there are not sufficient members assembled at any meeting to constitute a quorum within thirty (30) minutes from the time set for the start of the meeting the chair shall consider the meeting cancelled and it will be rescheduled by the CAO.
- (c) When Council is unable to meet for want of a quorum, the agenda delivered for that meeting shall be considered at the next Regular Meeting prior to the consideration of the agenda for the subsequent meeting or it shall be the agenda for a special meeting called for that purpose.

## **Section 12 – Control and Conduct of Council Meetings**

- (a) Council shall hold its meeting openly and no person shall be excluded except for improper conduct.
- (b) Council may, by resolution, go in-camera (Closed Session), which:
  - (i) May be held in private, subject to Section 197 of the *Municipal Government Act*; and
  - (ii) May exclude any persons.
- (c) Subject to being overruled by a majority vote of members, which vote shall be taken without debate, the Mayor:
  - (i) Shall maintain order and preserve decorum and may, if necessary, call a member to order
  - (ii) Shall decide points of order without debate or comment other than to state the relevant section of the Bylaw
  - (iii) Shall determine which member has a right to speak
  - (iv) 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
  - (v) Shall rule when a motion is out of order.
- (d) The Mayor shall have the same rights and be subject to the same restrictions as to participation in debate as all other members.
- (e) The members of the public during a Council meeting:
  - (i) Shall not address Council without permission;
  - (ii) Shall maintain order and quiet; and
  - (iii) Shall not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council.
- (f) The Mayor may at any meeting expel and exclude any person who creates any disturbance or acts improperly.
- (g) No member shall, subject to the provisions of Section 172 of the *Municipal Government Act*, leave the Council chamber after a question is put to a vote until the vote is taken.

## **Section 13 – Minutes of Council**

- (a) The CAO or designate shall prepare the minutes of each council meeting and shall distribute a copy to each member of council for the next meeting.
- (b) The CAO or designate shall present the minutes to Council for adoption.
- (c) Any member of Council may make a motion requesting that the minutes be amended to correct any inaccuracy or omissions.

#### **Section 14 – Tabling or Postponing Motions**

- (a) A matter which has been postponed indefinitely or to a particular date shall not be considered by Council before the date set except on a majority vote by the members present.

#### **Section 15 – Motions out of Order**

- (a) It is the duty of the Mayor to determine what motions or amendments are in order, and decline to put any motion before Council which he deems to be clearly out of order or contrary to law.
- (b) When the Mayor decides a motion is out of order he shall advise Council and shall cite the applicable rule or authority.

#### **Section 16 – Voting on Motions**

- (a) When this Bylaw requires that a motion be made, a bylaw be passed or any other action be taken by a vote of:
  - (i) A simple majority of Council, or
  - (ii) All members, the requirements shall be interpreted as meaning such majority, fraction or total of the members who are present on the matter, provided the *Municipal Government Act*, or some other relevant statute does not specify differently.
- (b) A question or motion shall be declared defeated when it:
  - (i) Does not receive the required number of votes; or
  - (ii) Receives an equal division of votes.
- (c) Each member present shall vote on every division of every motion as outlined in Section 183 of the *Municipal Government Act*, unless that Act, or any 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 CAO shall record the abstention and reasons in the minutes.
- (d) A member shall not vote on a matter if they are absent from the Council Chamber when the vote is called and the decision is made to take a recorded vote.
- (e) Any member may ask for a recorded vote.
- (f) A motion does not need to be seconded.
- (g) Where a question under consideration contains distinct recommendations or propositions, the vote upon each recommendation or proposition shall be taken separately when any member so requests or when the Mayor or other presiding officer so directs.

#### **Section 17 – Reconsidering and Rescinding a Motion**

- (a) When a member wishes Council to reconsider, alter or rescind any motion already passed or action taken at a previous meeting, and when the matter does not appear in the Agenda, he shall bring the matter before Council by a Notice of Motion which shall:
  - (i) Be given at a Regular Meeting preceding the meeting at which they wish

Council to reconsider the matter;

(ii) Specify the meeting at which he proposes to bring the matter to Council; and

(iii) Indicate in the substantive portion of the motion the action which he proposes that Council take on the matter.

(b) If notice of motion was not given, Council may, on a majority vote waive the requirement for notice contained in this section.

(c) Notwithstanding the other provisions of this Section, no motion made or action taken by Council shall be reconsidered unless:

(i) It is a motion made or an action taken at the same meeting; or

(ii) It is a motion made or an action taken at a meeting held six (6) months or more before its reconsideration; or

(iii) Council by not less than a vote of majority approves reconsideration of a motion made or an action taken less than six (6) months before its reconsideration.

(d) A member may move to reconsider a matter considered at the same meeting and if a majority of the members vote for reconsideration, the matter may again be dealt with at the same meeting.

#### **Section 18 – Presiding Officer Rules**

(a) In all cases not provided for in the proceedings of Council or in Committee, the decision of the Mayor or other presiding officer shall be final and accepted without debate.

#### **Section 19 – Motion to Move In-Camera**

(a) Council may upon the passing of a motion, move in-camera to discuss any matter.

(b) The rules of order for the conduct of a meeting of Council shall apply to a meeting in-camera

(c) When Council is of the opinion that a meeting of Council is to be held in-camera, the motion which is passed to authorize the in-camera meeting shall include the reason for holding the meeting in-camera, and the meeting may only be held in-camera in accordance with Section 197(2) of the *Municipal Government Act*.

#### **Section 20 – Motions in Council**

(a) The Recording Secretary shall read the motions as presented.

(b) Motions are debatable by Council.

(c) Unless Council by a majority vote extends the time, no member shall speak longer than five (5) minutes on any original motion.

(d) When a motion has been made and is being considered, no member may make any other motion except to:

(i) Amend the motion; or

(ii) Table or postpone the motion.

(e) When a member feels he has been misquoted or misunderstood, he may, after receiving permission from the Mayor, explain a material part of his speech but he may not introduce any new matter and there shall be no debate on the explanation;

- (f) When the motion has been declared put, no member shall debate further on the motion or speak, except to request that the motion be read aloud.

## **Section 21 – Bylaws**

- (a) Every bylaw shall have three readings.
- (b) Every proposed bylaw should be introduced on a motion specifying in general terms its intent. When a proposed bylaw is read in Council, the CAO shall certify the reading and the date of the reading on the face thereof.
- (c) A bylaw appearing upon a Council Agenda when listed as ready for first reading shall be introduced by a member “that Bylaw no. (quoting the bylaw number) be read over a first time.” After first reading, the bylaw may be debated, referred or laid over. If a bylaw fails to receive first reading, then it may be struck from the Agenda.
- (d) A bylaw shall receive second reading by a member making a motion “that Bylaw No. (quoting the bylaw number) now be read a second time.” The bylaw shall then be open to debate and amendment before it is ordered for a third reading.
- (e) Every bylaw shall be read a third time before it is signed by the Mayor or Deputy Mayor.
- (f) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- (g) If council unanimously agrees that a bylaw may be presented for a third reading at a meeting at which it has received two readings, the third reading requires no greater a majority of affirmative votes to pass the bylaw than if it has received a third reading at a subsequent meeting.
- (h) 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 CAO shall retain the original of every bylaw on file and properly record any amendments thereto, and the CAO shall retain them when a bylaw has been read a third time and finally passed.
- (i) Every bylaw which has passed Council shall immediately after being sealed with the seal of the Corporation, signed by the Mayor and CAO, be securely held by the CAO.

## **Section 22 – Persons Wishing to Address Council as a Delegation**

- (a) A member of the public or a group of people may request to be included on an agenda as a delegation. The request must be:
  - (i) In writing;
  - (ii) Clearly indicate the topic;
  - (iii) Include a summary of information that will be presented to Council;
  - (iv) Not exceed five pages;
  - (v) Complete name of the presenter(s) and contact information (mailing address, email, telephone) and the organization they are representing (if applicable);
  - (vi) Be submitted to the CAO no later than 4:00 pm on the fifth business day before the date of the scheduled meeting is being held, with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.
- (b) Delegations are scheduled at the discretion of the CAO (or designate), subject to:
  - (i) The volume of material on any given Agenda;

- (ii) The number of requests for specific meeting date and urgency of request; and
- (iii) Subject matter.
- (c) No person representing an individual shall address the Council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (d) Delegations consisting of more than one individual will appoint a spokesperson that will be responsible for presenting the points of view or position for the group and shall address the council for more than (10) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by resolution of Council.
- (e) Information presented by the Delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda, Any materials provided will be made available to the public in the agenda package subject to the provisions of FOIP.
- (f) Delegations requesting a reappearance on a matter concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.
- (g) Council shall refer to Administration for review, report and recommendation to Council at a future meeting date but may at their discretion debate concerning matters raised on any requests made by delegations of an emergent nature.

**Section 23 – Severability**

- (a) If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the Bylaw is deemed valid.

**Section 24 – Coming into Force**

This Bylaw shall come into force and effect upon final passing thereof and upon coming into effect Bylaw 171-19 is repealed.

Read a first time this 15 day of November 2023.

Read a second time this 20 day of December 2023.

Read a third time and passed this 20 day of December 2023.

Summer Village of White Sands



\_\_\_\_\_  
Mayor



\_\_\_\_\_  
Chief Administrative Officer

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>External Agency Appointments</b>
<b>Agenda Item Number:</b>	<b>8</b>

**BACKGROUND/PROPOSAL:**

The municipality uses external agencies as part of the administrative process that are either through legislative requirements of the MGA, municipal bylaw, and financial requirements for appointments.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The external agencies of the municipality that require appointments are as follows:

1. Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants
2. Appointment of Municipal Auditor	Gitzel and Company
3. Appointment of Safety Codes/ Inspection Services	IJD Inspections
4. Appointment of Subdivision Development Appeal Board	Regional SDAB and Clerk Overseen by Parkland Community Planning Services
5. Appointment of Assessment Review Board	Capital Region Assessment Services Commission
6. Appointment of Subdivision and Development Officer(s)	Gra-Core Consulting & Investments Ltd. & CAO
7. Appointment of Director of Emergency Management	Clint Sime, County of Stettler Regional Director of Emergency Management
8. Appoint of Deputy Directors of Emergency Management	Kyle Benna and Aislinn Reule Regional Deputy Directors of Emergency Management

A summary of each of the external agencies is attached as information.

**COSTS/SOURCE OF FUNDING (if applicable)**

Not applicable in any direct way.

**RECOMMENDED ACTION:**

1. Council appoint the following external agencies .

<b>Initials show support</b> – Reviewed By:	<b>CAO:</b> _____
---	-------------------

Appointment of Property Assessor	Terry Willoughby, Municipal Property Consultants	MGA 284.2(1)
Appointment of Municipal Auditor	Gitzel and Company	MGA 280(1)
Appointment of Safety Codes/ Inspection Services	IJD Inspections	Accredited under the Safety Codes Act
Appointment of Subdivision Development Appeal Board	Regional SDAB and Clerk is Parkland Community Planning Services	MGA 627, Bylaw 180-21
Appointment of Assessment Review Board	Capital Region Assessment Services Commission (CRASC)	MGA 454, Bylaw 182-21
Appointment of Subdivision and Development Officer(s)	Gra-Core Consulting & Investments Ltd. & CAO	Bylaw 103-05, 187-22, 186-22
Appointment of Director of Emergency Management	Clint Sime, County of Stettler Regional Director of Emergency Management	Emergency Management Act, Bylaw 174-19
Appoint of Deputy Directors of Emergency Management	Kyle Benna and Aislinn Reule Regional Deputy Directors of Emergency Management	Emergency Management Act, Bylaw 174-19

**Municipal assessor**

**284.2(1)** A municipality must appoint a person having the qualifications set out in the regulations to the position of designated officer to carry out the functions, duties and powers of a municipal assessor under this Act.

**Auditors**

**280(1)** Each council must appoint one or more auditors for the municipality.

**Safety Codes Act**

The Safety Codes Council has the authority to accredit municipalities, agencies, corporations, and regional service commissions to administer the Safety Codes Act within a specified jurisdiction. White Sands is an accredited municipality. June 1, 2024, the municipality renewed a five (5) year contract with IJD to deliver safety codes services on behalf of the municipality of White Sands. The municipality receives a percentage of the permit fee revenue annually.

**Regional Subdivision and Development Authority (SDAB)**

The Regional Subdivision and Development Appeal Board (SDAB) is a quasi-judicial board established under the Municipal Government Act by the 26 participating municipalities. The SDAB hears appeals on decisions made by the subdivision authority or development authority of the participating municipalities and renders decisions based on the evidence presented as part of the hearing process.

The Regional SDAB is made up of citizen members who are independent of the planning and development departments or committees whose decisions may be the subject of an appeal. The SDAB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness in its conduct of hearings. This includes the right to a public hearing, the right to be treated fairly, the right of affected parties to be heard, the right to an adjournment to be adequately prepared where merited, and the right to legal counsel and representation.

**Appeal board established**

**627(1)** A council must by bylaw

(a) establish a subdivision and development appeal board, or  
(b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board,  
or both.

**(2)** An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.

**(3)** Unless an order of the Minister authorizes otherwise, a panel of a subdivision and development appeal board hearing an appeal must not have more than one councillor as a member.

**(4)** The following persons may not be appointed as members of a subdivision and development appeal board:

(a) an employee of the municipality;

(b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;

(c) a member of a municipal planning commission.

**(5)** A member of a subdivision and development appeal board may not participate in a hearing of the subdivision and development appeal board unless the member is qualified to do so in accordance with the regulations made under section 627.3(b).

### **Capital Region Assessment Services Commission**

The Municipal Government Act requires that each year Council must make certain appointments to the Local and Composite Assessment Review Boards. Working with our member municipalities CRASC assembles trained ARB panelists and when a complaint is filed facilitates the necessary complaint hearing. The municipality has been a part of the regional since 2021 and the agreement is up for renewal for another three-year term starting for 2025. The Assessment Review Board is required as part of the legislative requirements.

### **Assessment review boards to be established**

**454** A council must by bylaw establish

(a) a local assessment review board to hear complaints referred to in section 460.1(1), and

(b) a composite assessment review board to hear complaints referred to in section 460.1(2).

### **Qualifications of members**

**454.3** A member of an assessment review board may not participate in a hearing of the board unless the member is qualified as provided for in the regulations.

### **Establishment of Development Authority Bylaw 187/22**

The Summer Village of White Sands Development Authority shall consist of a Development Officer and a Municipal Planning Commission who are authorized by Summer Village of White Sands Land Use Bylaw to administer and decide upon all development permit applications in a manner prescribed in the Land Use Bylaw.

### **Bylaw #103-05 - Establishment of Development Authority (amend Bylaw 54)**

1. The person appointed by Bylaw to hold the office of Chief Administrative Officer of the Summer Village of White Sands.

2. The person appointed by Resolution of Council as Development Officer pursuant to the Land Use Bylaw.

**Stettler Regional Emergency Management Agency**

The Emergency Advisory Committee and the Emergency Management Agency are hereby established to advise and coordinate on the development of emergency plans and programs and to exercise the powers delegated to the Committee and the Agency by the bylaw.

The Director of Emergency Management (DEM) and a Deputy Director or Directors of Emergency Management (DDEM) for the County of Stettler No. 6 are appointed the DEM and DDEM(s) for the Summer Village of White Sands. SREMA received ministerial order in 2023 as the Regional Emergency Management Agency. The agency organizes emergency training, table top exercises, review of emergency plans, and a meeting annually.

<b>Meeting:</b>	<b>Council Organizational Meeting</b>
<b>Meeting Date:</b>	<b>October 16, 2024</b>
<b>Originated By:</b>	<b><u>Melissa Beebe</u>, Chief Administrative Officer</b>
<b>Title:</b>	<b>Council Remuneration Policy XI</b>
<b>Agenda Item Number:</b>	<b>9</b>

**BACKGROUND/PROPOSAL:**

At the July 17, 2024, regular council meeting, council made the resolution to bring back Council Remuneration XI Policy for council to review point 3.4 and bring back to August 21, 2024, regular council meeting.

**DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:**

The Council Remuneration XI policy is to be reviewed annually by the council and is attached for review, amendments, or any additional information required for council consideration.

Options:

1. Council continue with the current Policy as is.
2. Council amend the policy sections.
3. Council request further information on amendments to consider and bring back to next regularly scheduled council meeting.

Attached is the current policy and forms.

*COSTS/SOURCE OF FUNDING (if applicable)*

Not applicable in any direct way.

**RECOMMENDED ACTION:**

1. Council accept the current policy as information.
2. Council approve the policy with amendments:

<b>Initials show support – Reviewed By:</b>	<b>CAO:</b> _____
---	-------------------



have been incurred unless other arrangements have been approved by Council resolution.

2.1.3 Base remuneration payments will not be reduced if absences qualify as compassionate, illness or medical that would prohibit attendance at a meeting or put the other attendees at risk. Councilors shall inform the Chair or Administration prior to the scheduled meeting if they are unable to attend.

2.1.4 Per Diems allowances for attending approved meetings such as Board, Committee, Commission, Special Council and Budget Meetings, shall be granted as follows:

2.1.4.1 Half-day per diems shall be for approved meetings under four (4) hours in length including travel time.

2.1.4.2 Full-day per diems shall be for approved meetings in excess of four (4) hours including travel time.

### **3 COUNCIL PROFESSIONAL DEVELOPMENT AND CONFERENCES:**

3.1 Each Councillor shall have a budget allocation of \$800.00 per year for professional development.

3.2 This allocation considers the costs of attendance of a conference or training courses, but does not consider costs such as travel, mileage, per-diem, meals, etc.

3.3 Councillor professional development attendance will be paid per-diem meeting rates.

3.4 If a spouse or partner accompanies a member of Council to a conference, convention, banquet or reception, the expenses of the spouse or partner shall be considered a personal expense except where a spouse or partner travels with or stays in the same hotel room as the member of Council, the spouse or partner will not be expected to pay any portion of those costs as the expense will be allowed as part of the Council member's expense reimbursement.

### **4 EXPENSES**

4.1 Where members of Council are required to travel in relation to their duties reasonable expenses incurred by the member will be reimbursed for such things as travel, accommodation, meals, parking and other related out of pocket costs.

- 4.2 Where the member's private vehicle is used for out of Village travel the member shall be reimbursed at the annual current CRA per kilometer rates..
- 4.3 Standard meal allowances shall be reimbursed by submitting receipts for expense or based on standard CRA Rates when traveling for conferences and educational council training. The receipt reimbursement will include gratuity, but will not include any alcohol reimbursement
- 4.4 When members of Council are required to incur printing costs in relation to their duties, they will be allowed to submit in receipts for reimbursement such as: printer paper and ink.
- 4.5 Claims of fees and Expenses shall be made monthly on an approved expense form.
- 4.6 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims.
- 4.7 A claim that is not approved may be taken to Council to appeal the decision.
- 4.8 At the end of each year the Administrator shall prepare a summary of Council meetings and expenses.

## SCHEDULE A

<b>BASE REMUNERATION</b>		<i>(per annum)</i>
Mayor		\$2,500
Councillors		\$1,750

<b>MEETING RATES</b>		<i>(per meeting)</i>
<b>Remuneration monthly (based on per annum)</b> (In person or virtual, no expense sheet required)		
Mayor:		\$208.33
Councillors:		\$145.83
(Regular monthly Council meeting)		
<b>Budget and Special Council Meetings*</b>		
In person or virtual meeting(s) up to 4 hours		\$75.00
In person or virtual meeting(s) in excess of 4 hours		\$100.00
<b>All other approved Meeting Attendance:</b> <i>(includes: Board, Committee, Commission Meetings, Conferences and professional development.)</i>		
1-4 hours		\$75.00
4+ hours		\$100.00
<b>EXPENSES</b>		
Travel (mileage)		As per CRA rates
Accommodations		At Cost (Receipt)
Meals		CRA Flat Rate or Receipt
Taxi, Public Transportation, parking		Receipts Required
Printing paper, ink		Receipts Required

# SUMMER VILLAGE OF WHITE SANDS COUNCIL MEMBER & EMPLOYEE EXPENSE ACCOUNT

Name \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_ GL# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Departure & Arrival Date	Description of Trip and Other Expenses	Private Car Mileage			Meals				Lodging Expense	Other Expense	
		Rate	Km	Amount	B	L	D	Amount			
<b>TOTALS</b>											
				A					B	C	D

Total Claim (A+B+C+D) \_\_\_\_\_

I hereby certify that these expenditures were incurred in relation to Summer Village of White Sands activities and are true and accurate.

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature