

1. **WELCOME AND CALL TO ORDER**

- 1.1 Welcome
 - 1.2 Call to Order
 - 1.3 Review of Agenda
-

2. **LAND ACKNOWLEDGEMENT**

- 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty Six Territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
-

3. **PRESENTATIONS**

- 3.1 Red Deer River Watershed Alliance – *Francine Forrest*
 - 3.2 Blackfalds Library Annual Presentation – *Carley Binder*
-

4. **BUSINESS**

- 4.1 Request for Direction, Committee Audit Report and Findings
 - 4.2 Request for Direction, Member at Large Review Panel Bylaw
 - 4.3 Request for Direction, Council Procedural Amendment Bylaw
-

5. **CONFIDENTIAL**

None

6. **ADJOURNMENT**

Future Meetings:

- Regular Council Meeting – September 24, 2024
- Standing Committee of Council – October 14, 2024 - Cancelled

MEETING DATE: September 16, 2024
PREPARED BY: Lorrie Logan, Municipal Clerk
PRESENTED BY: Francine Forrest, Executive Director
SUBJECT: **Red Deer River Watershed Alliance**

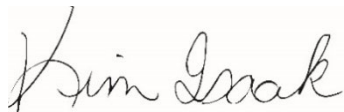
BACKGROUND

Francine Forrest will be presenting to Standing Committee of Council the Red Deer River Watershed Alliance's Annual Report 2023 – 2024.

ATTACHMENTS

- *RDRWA – Annual Report 2023 – 2024*
- [Riparian \(shoreline\) Mapping Work](#)

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author



ANNUAL REPORT

2023-2024 | Year in Review

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Photo (above): Eric Gonzalez - Sundre, Ya Ha Tinda

Photo (background): Eric Gonzalez, Starland

EXECUTIVE SUMMARY

The RDRWA had a memorable year. There was significant increase in our organizational activity over the last year. RDRWA connected with an outstanding number of important partners primarily from hosting the WPAC Summit and convening for the drought situation. Below are some highlights:

Governance and Operations

- Allocated resources to internal training
- Adapted to transition in board governance
- Increased and diversified our financial support

Partnerships

- Accumulated > \$190,000 of in-kind support from our partners and volunteers

Watershed Assessment and Planning

- Assessed > 10,000 km of riparian shoreline and engaged with partners to support initiatives including source water protection, flood and drought resiliency, wildlife habitat enhancement and recreation
- Began work to update our State of the Watershed Report by setting the groundwork and securing key resources

Water Literacy and Education

- Increased our social media presence on Facebook, Twitter and the website
- Engaged with > 1,400 participants

Convener and Collaborator

- Provided information during unprecedented drought times by hosting and participating in drought workshops, water sharing agreement and communication meetings.
- Hosted a successful 2-day Provincial Summit which coincided with a 20-year Water for Life Celebration. The event included presentations from local and regional speakers and participation from all WPACs along with rights holders and watershed stakeholders.

Thank you to all our supporters and staff for their dedication particularly during this drought year with many pressures and important discussions on water. Together we will continue to strive to promote, maintain, and improve watershed health and literacy across the basin.

Kraymer Barnstable, Helge Nome, Francine Forrest
(Executive Committee)

LAND ACKNOWLEDGEMENT

We recognize all the Indigenous Peoples whose footprints have marked these lands from time immemorial.

We respectfully acknowledge that the Red Deer River Watershed in which we live and work spans what is now known as Treaty 6 of the Dene Suliné, Cree, Nakota Sioux and Saulteaux peoples, and Treaty 7 of the Blackfoot [Siksika, Piikani, Kainai], the Tsuu T'ina, and the Iyarhe Nakoda [Bears paw, Chiniki and Wesley] peoples and Métis Nation of Alberta Regions 2, 3, and 4.

We keep in mind that Indigenous people have been here for almost 10,000 years and Europeans have been here less than 300 years. Together we can learn and honour the Traditional Knowledge and ways of knowing of Indigenous Peoples and work to further the recognition as the original stewards of the land and water.



ABOUT THE RDRWA



The Red Deer River Watershed Alliance (RDRWA) was created in 2005 as a non-profit society. We serve as the designated Watershed Planning and Advisory Council (WPAC) for the Red Deer River basin, under the Government of Alberta's Water for Life Strategy.



WELCOME TO YOUR WATERSHED

The Red Deer River watershed covers an area of approximately 50,000 km² in central Alberta. The river flows from the Rocky Mountains eastward over 724 km to join the South Saskatchewan River. The South Saskatchewan River continues through Saskatchewan to Lake Winnipeg, and eventually to Hudson's Bay.

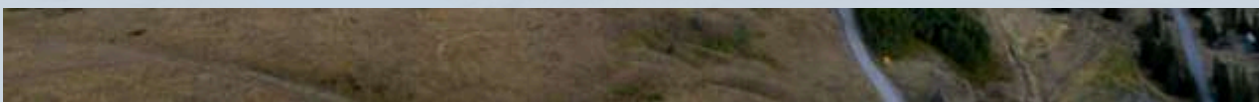




The Red Deer River's headwaters are in the Skoki Valley of Banff National Park and the river travels through five Natural Regions including the Rocky Mountains, Foothills, Boreal, Parkland, and Grassland regions.

The watershed drains lands with a rich diversity of lakes, wetlands, creeks, and tributaries and is home to over 300,000 people.

The Red Deer River watershed covers 8% of Alberta's landmass and many factors including climate, topography, geology and land use significantly influences the watershed's overall health and water resources.



VISION

The Red Deer River watershed will be healthy, dynamic, and sustainable through the efforts of the entire community.

MISSION

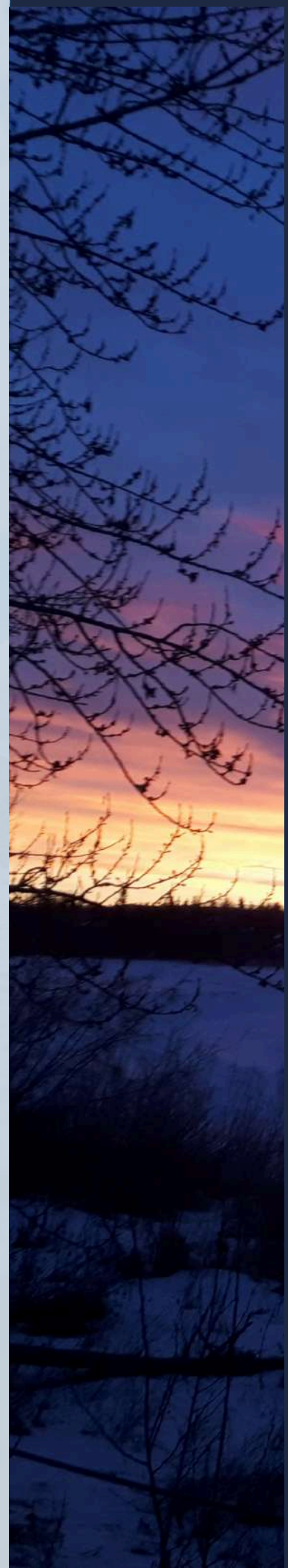
The Red Deer River Watershed Alliance (RDRWA) is an inclusive, collaborate partnership that promotes a healthy watershed to ensure a legacy of ecological integrity and economic sustainability.



Photo: Eric Gonzalez - Empress

STRATEGIC GOALS 2023-2027

- Assess the State of the Watershed and Integrate with Planning
- Expand Engagement and Develop Relationships
- Secure Adequate and Stable Funding
- Build and Strengthen the Organization – Board and Staff



BOARD OF DIRECTORS

Environmental and Stewardship

Helge Nome	Alberta Freshwater Alliance
Terry Antoniuk	Legacy Land Trust
Jessica Hayes	Nature Conservancy of Canada

Agriculture and Business /Industry

Mark Lansing	Vesta Energy Ltd.
Mike Gallant	Kerr Wood Leidal Associates Ltd.

Municipal Government

Peggy Johnson	Mountain View County
Kraymer Barnstable	City of Red Deer
Trent Caskey	Special Areas Board
Connie Huelsman	Red Deer County
Christine Moore*	Red Deer County

Provincial, Federal and Academia

Dan Karran	Olds College
Robert (Bob) Mills	Individual
Amanda Halawell	Alberta Environment and Protected Areas

Indigenous

Thalia Aspeslet*
Naomi Anton-Muskego

Individual

Adam Minke
Karen Fahrlander

(*) Resigned from the board during this fiscal year



(*) Resigned during this fiscal year

RDRWA STAFF 2023-2024

This year staff were busy with field and professional development training to enhance teamwork, culture, and productivity. Darian Coulter was hired full time as the Watershed Outreach and Project Coordinator after his summer student position. RDRWA worked with contractors and collaborated with other WPACs on drought initiatives to leverage resources and funds.



Francine Forrest
Executive Director



Kelly Dodds
Executive Assistant



Darian Coulter
Watershed Outreach
and Project
Coordinator



RDRWA and partner organization staff at the Blackfalds Drought Workshop

RDRWA COMMITTEES

The RDRWA has five committees: Executive, Governance, Board Recruitment, Outreach and Watershed Health, Issues and Projects (WHIP) committees.

The Executive, Governance, and Board Recruitment Committees met throughout the year to manage board and organizational affairs.

The WHIP and Outreach Committee work closely with RDRWA staff to achieve operational goals.

The WHIP Committee supports by coordinating strategies, sharing information, and engaging in planning and projects related to watershed health. The committee met three times this year and focused on the State of the Watershed project. There was also some updates on regional watershed development projects and follow up presentations and information was shared across communication channels.

The Outreach Committee strives to achieve outreach, education, engagement, and stewardship goals. The committee met two times to update one another on special events, education, stewardship initiatives. Meetings increase community understanding and support for the RDRWA's vision and strategic priorities. Additionally, they assist watershed stewardship groups as needed and as capacity allows.



MEASURING PROGRESS

The RDRWA in collaboration with our partners accomplished a lot in 2023-2024.

Convenor and Collaborator		Watershed Assessment & Planning	
Hosted Core Events (AGM, Fall Forum, Spring Forum)	✓	Scoped and sourced funding for State of the Watershed Report	 ongoing
Hosted Special Events: WPAC Provincial Summit and Drought Planning Workshops	✓	Completed riparian mapping and engagement project in the Little Red Deer, Kneehills, Threehills, and Buffalo sub-watersheds.	✓
Engaging with key partners and stakeholders (e.g., municipalities, stewardship groups, Indigenous Communities, etc..)	 working	Completed riparian project in the Raven, Rosebud, and Michichi sub-watersheds (mapping completed).	✓
Literacy and Education		Planning riparian restoration outreach and engagement activities	 ongoing
Provided communications (e.g., website, e-newsletter, social media)	✓	Literacy and Education	
Governance		Delivered outreach and education programs with partners and a focus on experiential activities	✓
Engaged with funders and grant reporting (e.g., AEP, municipalities, grant providers, etc.)	✓		
RDRWA Committee work	✓		

COMMUNITY LITERACY AND EDUCATION

As a WPAC, we work to raise awareness about water, watersheds, and the roles that various sectors play in watershed management.



Students at RDRWA Booth

Outreach:

We had an amazing year for outreach with staff attending 15 events and hosting 4 events, including workshops, booth events, and educational seminars.

1,400+ participants were engaged on water conservation and other watershed management topics in our community.

RDRWA and the Waskasoo Environmental Education Society partnered on the delivery of a freshwater ecosystems program 'The Quest for the Best Water Test' for grade 8 students in the Red Deer Region.

Community Outreach:

- School Wetland Program
- Watersheds and Wetlands PD Program
- Aggie Days
- Growing Kneehill Country Market
- RDRWA CABIN Event
- Cabin Creek Restoration Workdays
- Canadian Rockies Youth Network
- RMA Tradeshow
- MRWS Citizen Science Sampling Initiative

Indigenous-focused Outreach:

- Asokewin Friendship Centre BBQ
- Kainai Eco Summit
- Métis Fest
- Askiy Guardians Gathering



Restoration workday at Cabin Creek

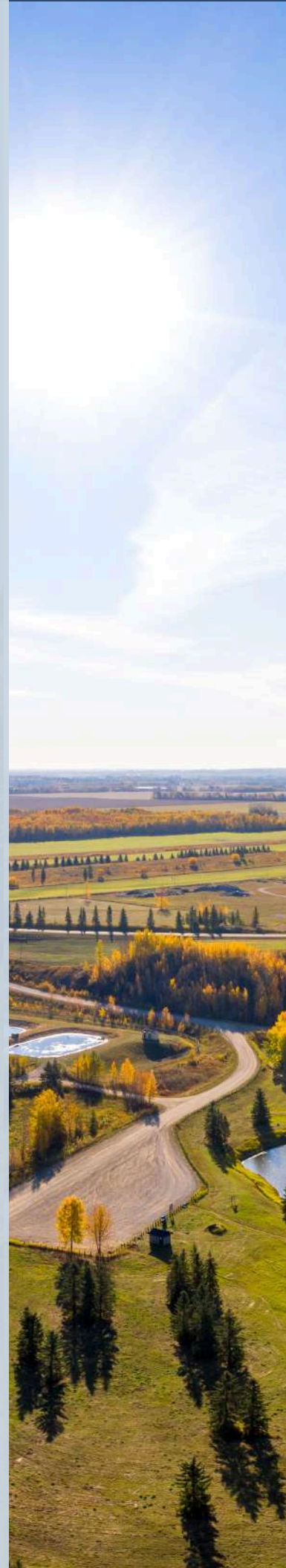
Communications:

- Newsletter: produced 11 e-newsletters reaching 340 monthly subscribers
- Social media: connected with 950 and 3,120 followers on Facebook and X, respectively
- Website: updated our website with local activities and important watershed resources (e.g. drought materials)

RDRWA AS A CONVENER AND COLLABORATOR

The RDRWA regularly brings multiple stakeholders together to hear the latest updates on science, policy, and stewardship. Our events foster ongoing dialogue about watershed issues and provide learning opportunities in the watershed.

- **RDRWA AGM:** (Jun. 22, 2023) The Annual General Meeting held at the Kerry Wood Nature Centre opened with a great talk on Geology of the Red Deer River Valley by Dale Leckie and was followed with RDRWA updates. ~60 participants
- **Conference/ RDRWA Fall Forum:** (Sept. 12 & 13, 2023) This joint conference was hosted by the Alberta Lake Management Society (ALMS), RDRWA and Red Deer River Naturalists. It was a remarkable learning event which celebrated the critical value of lakes, rivers, wetlands and surrounding lands that make up the watersheds of Alberta. ~120 participants.
- **RDRWA WPAC Summit:** (Oct. 12 & 13, 2023) RDRWA hosted the Provincial Summit in Drumheller, Alberta. There were excellent talks from local and national speakers. Staff and board representatives were present from all 11 WPACs, along with water-rights holders and watershed stakeholders. > 70 participants.
- **WPAC Drought Workshops:** The RDRWA worked with the North Saskatchewan River and Battle River Watershed Alliances to host and deliver 'Building Resiliency to Multi-Year Drought in Alberta' workshops in Vegreville (Nov. 30, 2023; 45 attendees) and Blackfalds (Jan. 26, 2024; 80 attendees). RDRWA provided support to the southern workshop in Lethbridge (Feb. 29, 2024; 120 attendees).



- **Headwaters Spring Forum:** (Mar. 8, 2024) The RDRWA hosted a Spring Forum at the Sundre Legion. There were many attendees and engaging presentations on groundwater, flood mapping, bull trout, water management. > 80 attendees.
- **Intrabasin Water Coordinating Committee, South Saskatchewan River Operational Model, Drought Emergency Management Support:** RDRWA participated in planning and Water Sharing Agreement Meetings to help guide and coordinate drought management and communication in the Red Deer River Basin and larger South Saskatchewan River Basin in 2023 and 2024.
- **Shallow Groundwater study:** RDRWA is collaborating with a research group including the University of Calgary, Alberta Biomonitoring Institute, Alberta Geological Survey, Alberta Environment and Protected Areas, and the Ludwig Maximilian University of Munich to assess the historic patterns and future trends of anthropogenic impacts on shallow groundwater quality in southern Alberta. This was the first year of the three-year study which is partially funded by a grant from Alberta Innovates.
- **Water monitoring pilot program for pesticides:** RDRWA collaborated with Health Canada to better understand the prevalence of pesticides in a source subwatershed.



Darian speaking at the Blackfalds drought workshop



STATE OF THE WATERSHED

REPORTING AND PLANNING

As a science-based organization, we understand that research, planning, and engagement are a foundational part of effective watershed management. This year, RDRWA began to focus on watershed assessment and State of Watershed reporting for riparian condition, surface water quality and quantity, aquatic ecosystem health and groundwater chapters. In collaboration with technical experts, RDRWA is using a GIS tool to create an online State of the Watershed Report.



Photo: Eric Gonzalez - Starland

Riparian Condition

With funds from the Watershed Resiliency and Restoration Program (WRRP), mapping riparian areas in the Lower Headwaters and Central Agricultural Regions: Little Red Deer, Kneehills, Threehills and Buffalo sub-watersheds was completed and information was shared with stakeholders. RDRWA worked with Trout Unlimited to restore fish habitat and source watershed health by hosting a Riparian Restoration Event at Cabin Creek in the MD of Bighorn on Sept. 22 & 23, 2023.

With funds from another WRRP grant, shoreline mapping in the Rosebud, Raven, and Michichi sub-watersheds was completed. A steering committee is helping with the outreach and planning of a riparian restoration event in fall 2024.

Surface Water Quality

- RDRWA met monthly with the Red Deer River regional freshwater scientists and data analysts to collaborate on shared findings between the State of Watershed reporting and the Surface Water Quality Management Framework.
- RDRWA completed a data inventory and review of AEPA water quality stations, measured parameters and data and is working with partners on key parameter selection and reporting.

Surface Water Quantity

- RDRWA prioritized work on this chapter to assist with water supply and drought literacy and resilience.

Aquatic Health /Biodiversity

- RDRWA is collaborating with partners and utilizing the Canadian Aquatic Biomonitoring Network (CABIN) to evaluate the health of aquatic ecosystems in both the Red Deer River mainstem and its tributaries. This work involves two key initiatives:



CABIN sampling

- Eastern Slopes Reference Model development - working with other WPACs and partners. This involved sampling four sites in the Red Deer River headwaters in 2023.
- CABIN sampling of seven tributary confluence sites as part of the State of the Watershed Report.

UP NEXT IN 2024-2025

The RDRWA's work in 2024-2025 will continue to be guided by our four-year strategic plan and our mandate and roles. Core priorities in the workplan are summarized below.

Ongoing

Convenor and Collaborator:

- Core events (AGM, Fall Forum, Spring Forum)
- Engagement with Indigenous Communities and key stakeholders (e.g., municipalities, stewardship groups, etc.)
- Engagement with core Water for Life partnerships (e.g., WPACs, AEPA, Alberta Water Council)

Literacy and Education:

- Communications (e.g., website, e-newsletter, social media)

Governance:

- Funder engagement and reporting (e.g., AEPA, municipalities, grant providers, etc.)
- Continued improvement in clear, sound, and practical governance practices.

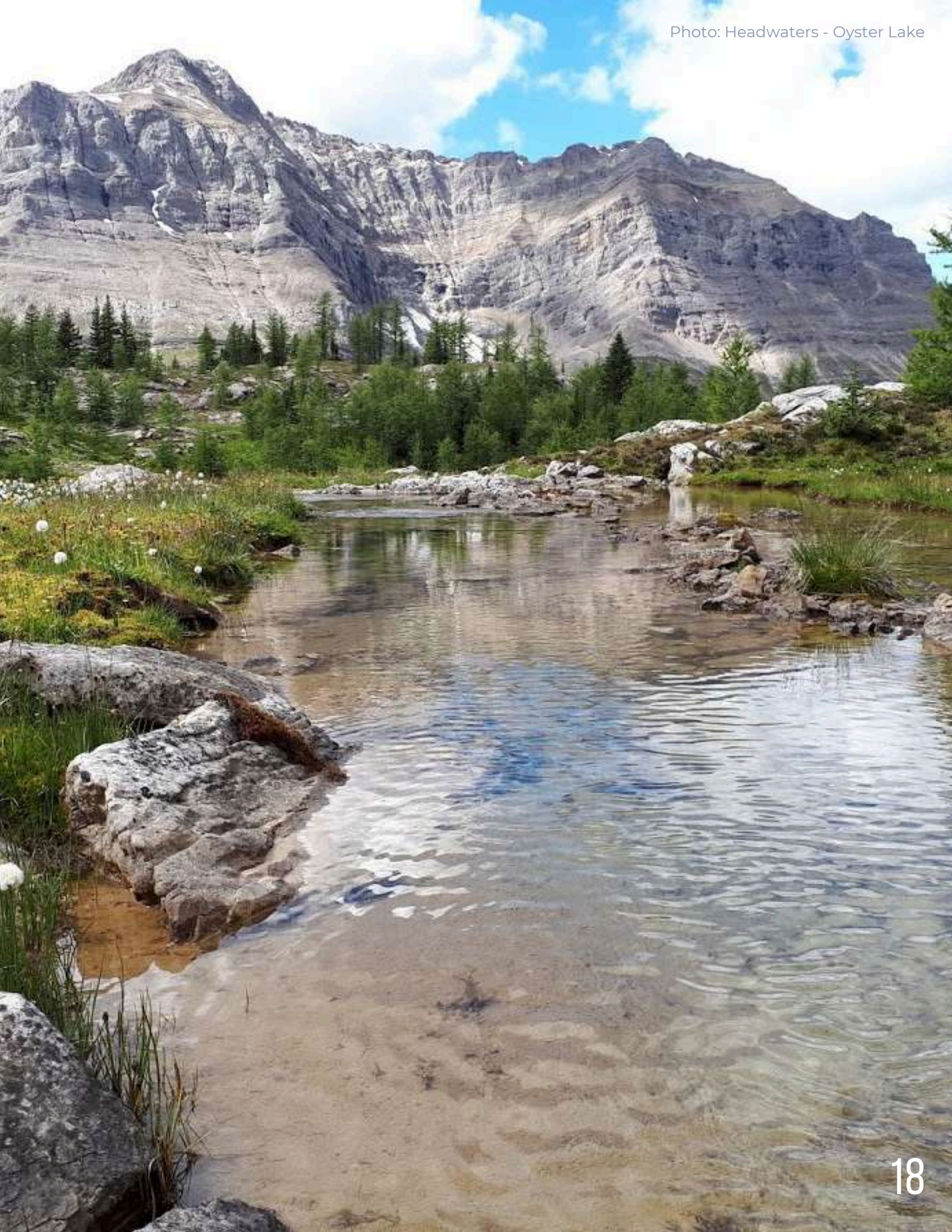
Major Programs / Projects

Watershed Assessment and Planning:

- Sourcing funding and project scoping for State of Watershed Report
- Phased chapter development approach for an online report
- Engagement with local stakeholders on riparian Intactness project in Raven, Rosebud and Michichi subwatersheds
 - Fall restoration event

Literacy and Education:

- Deliver outreach and education programs with partners and a focus on experiential activities
- Drought engagement and response as needed and within capacity



FINANCIALS 2023-2024

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS

YEAR ENDED MARCH 31, 2024*

Revenue

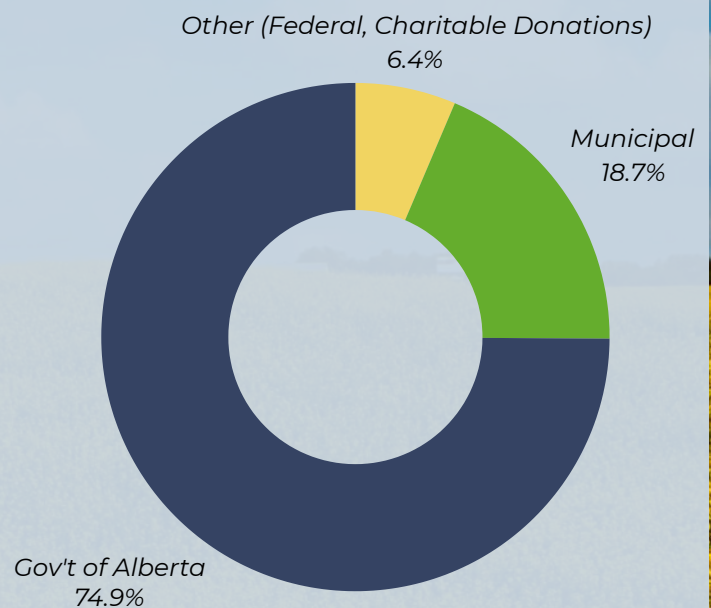
<i>Government of Alberta</i>	471,183
<i>Municipal</i>	117,599
<i>Other contributions and income</i>	40,180
Total (\$)	628,962

Other Income

<i>Interest income</i>	13,909
Total (\$)	13,909
Excess of revenue over expenses	93,604

RDRWA 2023 - 2024

(Funding by %)



Expenses

<i>Board and governance</i>	6,598
<i>Human resources and administration</i>	199,767
<i>Office space and operations</i>	86,676
<i>Watershed assessment and planning</i>	230,202
<i>Outreach, convenor and collaborator</i>	26,024
Total (\$)	549,267

Summary of Financial Position

	March 31, 2024*	March 31, 2023*
<i>Assets</i>	832,595	881,301
<i>Liabilities</i>	113,556	255,866
<i>Net assets</i>	719,039	625,435
Total (\$)	832,595	881,301

THANK YOU TO OUR FUNDERS

Major Supporters



Supporters

- Clearwater Country
- Country of Newell
- Lacombe Country
- Mountain View Country
- NOVA Chemicals
- Red Deer County
- Special Areas Board
- Starland County
- Summer Villages
(Jarvis Bay, Sunbreaker Cove, Half Moon Bay, Birchcliff, Norglenwold)
- Government of Canada
- Town of Bentley
- Town of Blackfalds
- Town of Oyen
- Town of Stettler
- Town of Sundre
- Town of Trochu
- Village of Beiseker
- Village of Delia
- Village of Halkirk
- Wheatland County
- Bill Shaw
- Vic Walls - Border Paving

Thank you to everyone for your in-kind support and collaborative work towards a healthy watershed.



GET INVOLVED

Learn more about the watersheds:

Visit our new Resources page www.rdrwa.ca to discover RDRWA or our partner resources.

Use your voice:

To advance conversations about water and land use in central Alberta. Participate in RDRWA events and stay up to date on engagement opportunities.

Build community:

Check out our online community calendar for upcoming workshops, education, and environmental stewardship programs on offer from RDRWA and our partners.

<https://rdrwa.ca/events>

Follow us on social media:

Follow us on X at @RDRWA and on Facebook under Red Deer River Watershed Alliance.

Subscribe to our e-newsletter:

We publish a monthly e-newsletter, *The Source*, and it is filled with local and regional water news, academic articles, employment opportunities, events, and more. It's free to subscribe! Sign up today to stay up to date on all the latest news!

<https://rdrwa.ca/news>

Donate to the RDRWA:

Every contribution makes a difference! We are a registered charity and provide receipts for all donations greater than \$20.

<https://rdrwa.ca/donate/>

BECOME A MEMBER

Become a member of the RDRWA. Membership is free!

We offer both individual and organizational memberships.

Become a member to:

- Join an active community of people supporting the watershed
- Vote at the Annual General Meeting
- Run for our Board of Directors.
- Access information and learn about the Red Deer River Watershed
- Assist with fundraising and volunteering events



Scan the QR code above, or visit <https://rdrwa.ca/> to join



CONTACT RDRWA



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403.340.7379



@RDRWA



RED DEER RIVER
WATERSHED ALLIANCE



MEETING DATE: September 16, 2024
PREPARED BY: Lorrie Logan, Municipal Clerk
PRESENTED BY: Carley Binder, Library Administrator
SUBJECT: **Blackfalds Library Annual Presentation**

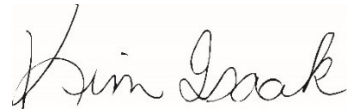
BACKGROUND

The annual presentation for the Blackfalds Library will be presented to Standing Committee of Council by Carley Binder.

ATTACHMENTS

None

APPROVALS



Kim Isaak,
Chief Administrative Officer

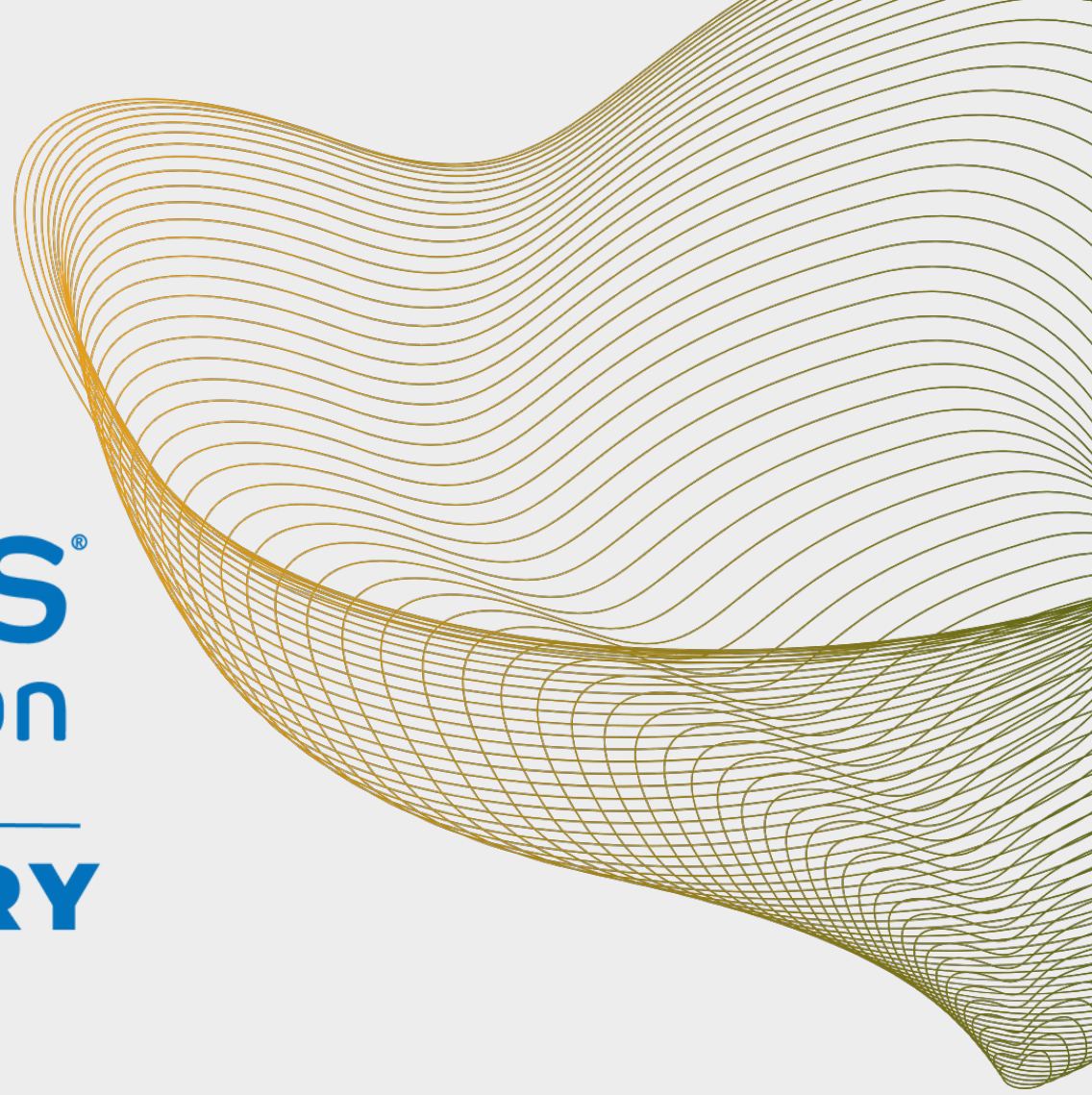


Department Director/Author



servus[®]
credit union

PUBLIC LIBRARY
BLACKFALDS



Town of Blackfalds Council Meeting
September 16, 2024

About Us

The Servus Credit Union Public Library in Blackfalds is the go to for people to find out what is happening in Town.

It is a place where people do more than just check out a book. The presentation will highlight what we've been up to and all the variety of programs we host.





What we have been up to

The library continues to move forward with our Plan of Service. Towards the end of 2023 our programmers and outreach staff have working to create various new programs and getting the information out to our citizens in a variety of ways. This past spring our children's programmer trialed some evening storytimes and we trained another staff person to facilitate some Saturday story times for families. Our Adult programmer added a card games group for our adults & seniors, walking groups, more D&D groups and a variety of youth art programs as well. Other staff have implemented a regular scavenger hunt around the library, which helps youth explore new sections of the library. You will see the successful attendance of all these programs in a few slides ahead.

I will highlight that the library had 1,000 more people through this July than we did in July 2023!





What we have been up to

The library team has been focusing on highlighting a variety of programs & services out to the people. Some highlights of our new services that we implemented in 2024 were more evening and weekend programs along with more of a variety, increase eContent material, diversify our collection content and increase our media content for a wider audience. Our social media team has been creating content every day and continues to maintain relationships with the schools, Town and the public with what is happening at the library.



Programs

Our free programs continue to be a huge draw for community members. We offer our very popular story time (various kinds), lego club, various age groups of D&D, gaming, book clubs, movies, STEM class, reading buddies, variety of art programs, tabletop games, cards & miniature paint club!

We organize a variety of events such as Nerf Battles', Seasonal Parties, Tea parties, LARPing, Paint n Sip, Tasty Tales & more.

Monthly we host approx. 110 programs.

54 - Ages 8 & under with 350+ participants

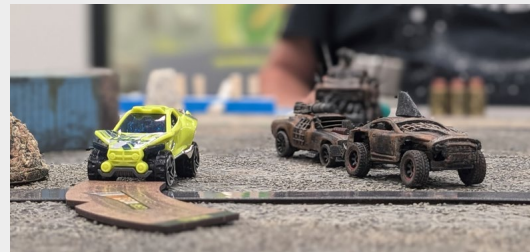
33- Ages 8+ with 65-80 participants

24 - Ages 18+ with 85 - 135 participants



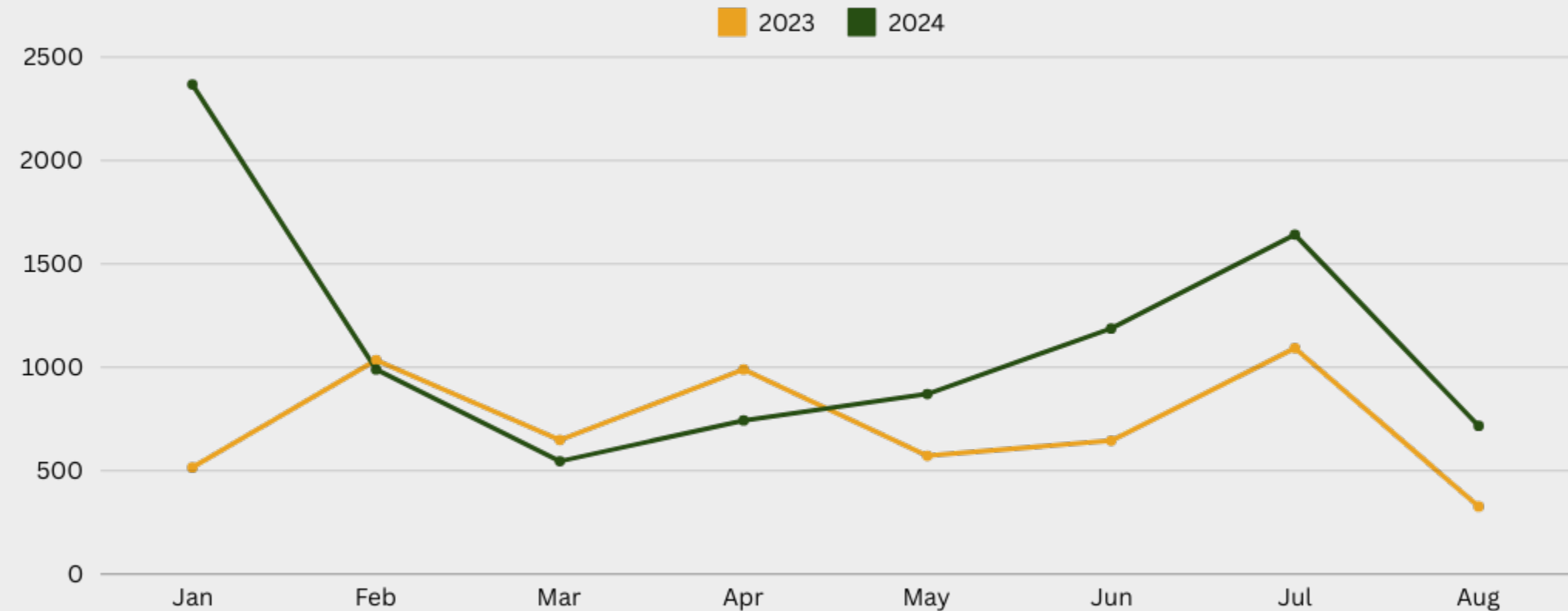
Programs

Our Summer Reading Club - designed to help prevent summer slide- had 180,346 minutes read this summer from youth 0-17. We had a variety of activities, including a magician, which brought 267 people, tea parties, mini art show, life size Candy Lane Game, Larp, pancake breakfast, nerf wars, larping workshops & more!



Programs

A quick glance at program attendance. January has high participation with our Annual Read for 15 - Literacy Awareness Day, we try and get as many people to read in 1 day as possible. This year we had 1,195 more people read than in 2023! Feb - April we had lower usage of programs, likely due to the extreme cold weather. For May onwards, we picked up significantly.



Programs

Typical Programs & Attendance 10 & under

All Ages Story Time - 37 Participants
After Hours Nerf War - 10
Baby & Toddler Time - 80
Books for Babies - 3
Crafts - Drop in - 322
Creative Explosion - 17
Culture Sessions - 30
Duplo Club - 18

Glitter Tattoo's - 60
Growing Minds Stem Class - 10
Ice Cream Sundae Parties - 50
Lego Club - 45
Life Size Candy Land - 34
Little Star OSP Kinder Class - 18
Magician - 267
Mini Art Show - 23
Music & Movement - 60

Reading Buddies - 23
Shake it Up - 25
Sensory Explorer - 17
Tasty Tales - 16
Various Themed Tea Parties - 30

Typical Programs & Attendance 10 & up

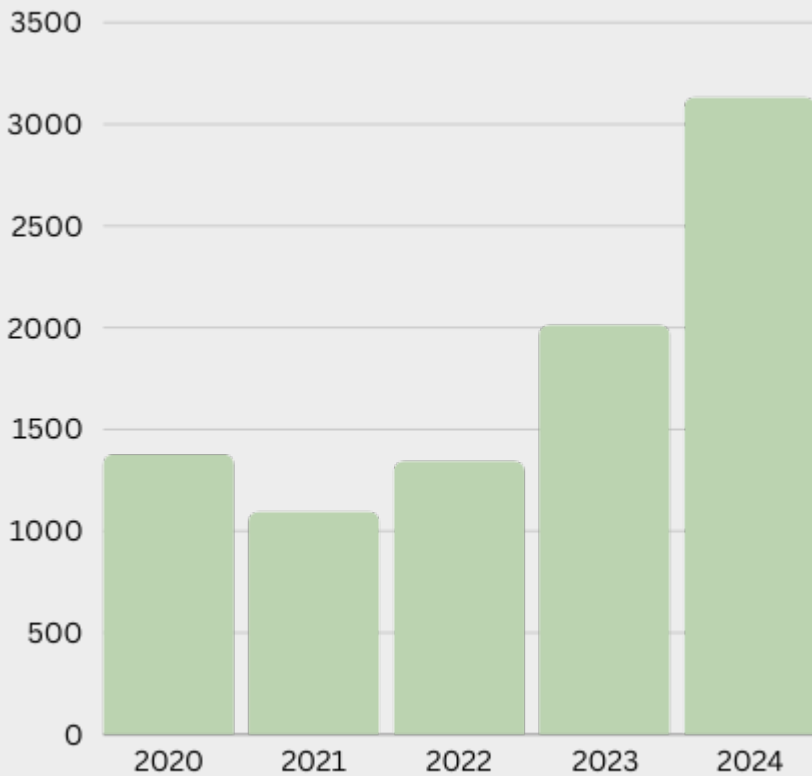
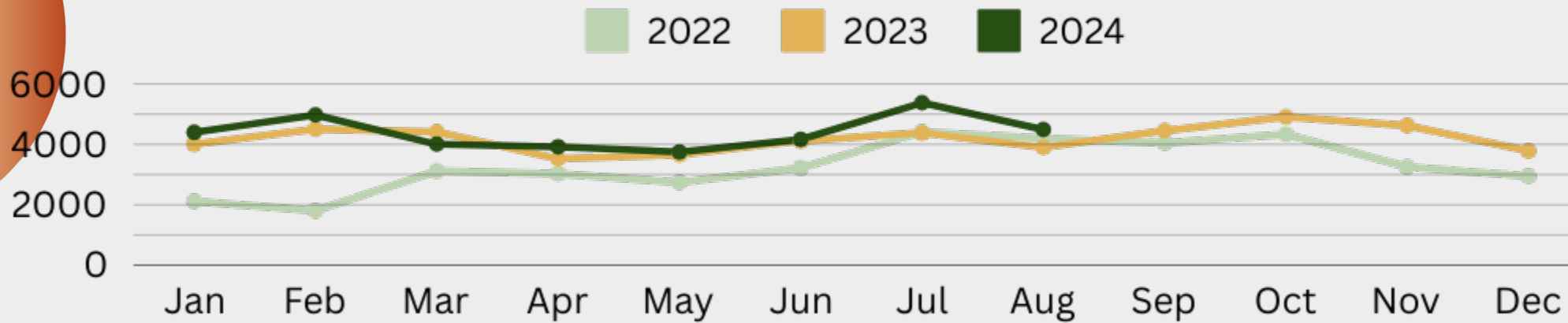
Anime Club - 10
Art Clubs - 20
Book Club - 10
Cards - 60
Chess Club - 7
D&D - 50
Family Board Games - 8
Gaming Club - 12

Knit Club - 8
La Leche League - 9
Minecraft - 5
Miniature Paint Club - 15
Music Jam - Seniors - 10
Read for 15 - 1787
Snacks n' Stacks - 80
Something Cool For After School - 13
Teen LARP (Live Action Roll Play) - 10

Video Game Club - 10
Walking Club - 8
Western Pancake Breakfast & Story - 26
Winter Fest - 193



Monthly Patron's Coming to the Library



Membership

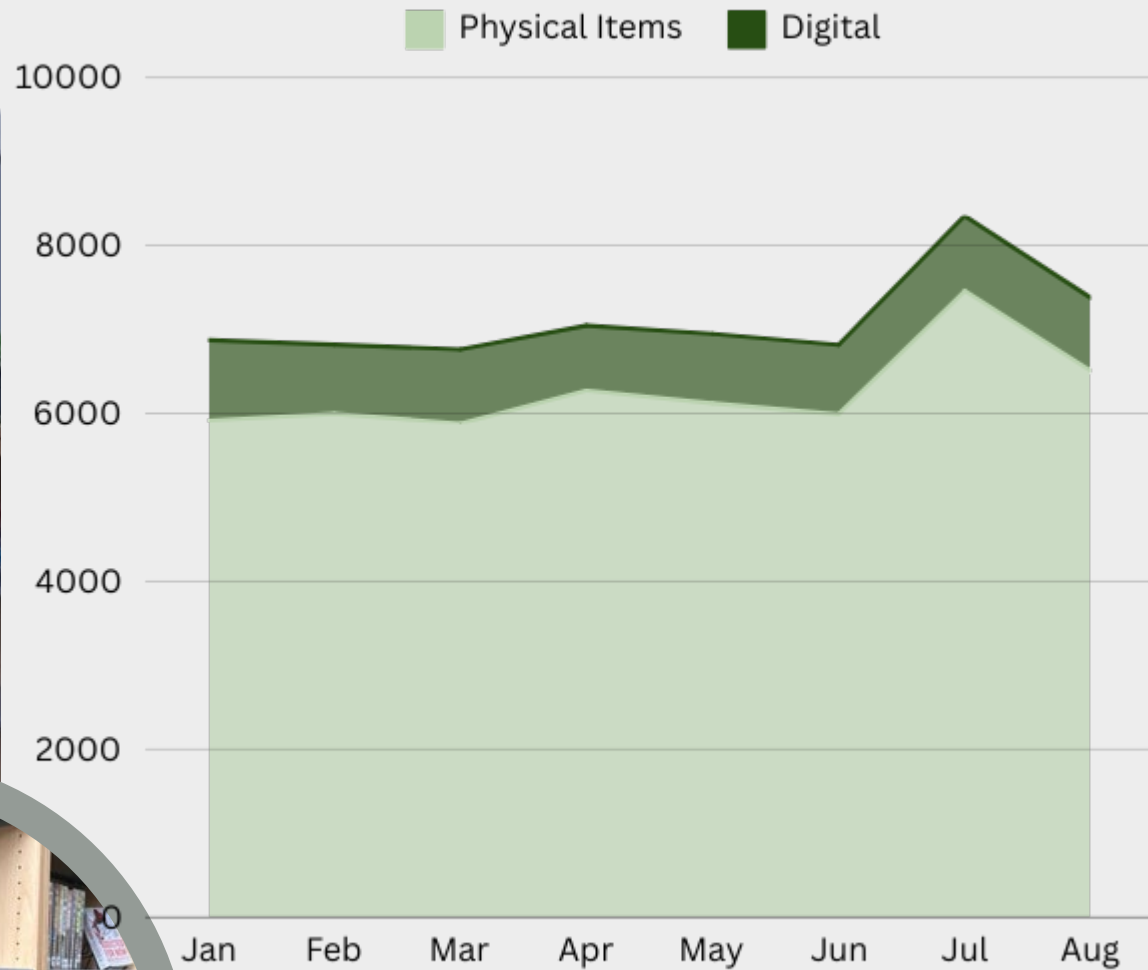
In 2024, we're on track to have our highest membership ever at 3,134!

The library has been working hard at increasing community outreach and strategic partnerships with organizations such as the schools, daycare's, social media, Parkland Regional Library & the Town.





Circulation YTD



Monthly circulation is averaging about 6800 items per month. We are on track to similar stats as last year's circulation of 78,695 which we broke a record for the most circulations we have had to date. In 2019 we circulated 72,659 items.

Partnerships

Alberta Lung Cancer Association

- Radon Screeners

Blackfalds Miniature Painting Club

- Annual Contest Event
- Community Social

Beyond Food Bank

- Food For Fines
- Food Pantry
- Snacks in the Stacks

Big Brothers Big Sisters

- Nerf Battles

Boston Pizza

- Pizza & a movie
- Pizza making workshops

Domino's Pizza

- Pizza & a movie

FCSS/Town of Blackfalds

- Youth & Senior Programs
- Family Day & Blackfalds Days

IREC Junior Campus Safe Spaces

- hang out/play games over lunch break

Kids Konnection & Little Star

- Tours, Story Times & Lego

La Leche League

- Adult support group

Local Immigration Partnership

- CARE for Newcomers
- Cultural Workshops

Mcmann Central

- Parenting workshops

Not all days are good

Challenges inside the library:

- Vandalism is on the rise – bathrooms
- Using the elevator as an amusement park ride
- Outdoor patio safety
- Un - housed patrons

Solutions:

- Utilize more staff hours to monitor upper library
- Limit access to elevator during peak times
- Limit access to outdoor patio
- Work with groups outside the library that can help un-housed patrons

Return on Investment



Income from
the Community



Municipal Contributions
\$ 349,616.00



Patron Drive Revenue
\$ 5,000.00



Total Contributions
\$354,616.00

Direct Financial Return trigger
by your contributions:

Government of Alberta
Operating Grant

\$ 65,700.00

For every \$1 the
community
contributes to the
library they get

\$ 4.89
of Service

Total Service Savings

\$ 1,732,896.24



Total Annual Savings

Financial Gains + Service Savings -
Community Contribution

\$ 1,443,980.24

Community Savings Due to Library Use



Borrowing Books
Rather than Buying
Them

\$ 1,499,282.72



Borrowing DVDs Rather than
Renting Them

\$ 12,891.00



Borrowing eBooks Rather
then Purchasing Them

\$ 1
1,523.00



Borrowing eAudio Rather than
Purchasing Them

\$ 52,575.00



Attending Programs
Rather than Paying for

\$ 9
7,804.00



Using Computers Rather
then Buying Them

\$ 4
,411.44



Using Wifi Rather than
purchasing it

\$ 54,409.08



Coming soon

- Weekend Storytimes
- Community Story Time (community members join our story time)
- Crisis intervention training for staff

Library Future



Please feel free to contact me with any questions or to arrange a tour of the library.



@Blackfaldslibrary



blackfaldslibrary.ca



403-885-4386



5302 Broadway Avenue



MEETING DATE: September 16, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Committee Audit Report and Findings**

BACKGROUND

The purpose of the Committee Audit was:

1. To review the mandate and governing authority of each Committee to determine compliance.
2. To get feedback from Committee Members on the operations of the Committee and the relative value that they receive from sitting on the Committee.
3. To identify Committees that may no longer be required or have served their purpose.
4. To identify Committees that should be established.
5. To identify gaps to assist with the development of an overall structure and Council Policy that would outline the parameters for the establishment of Committees, and procedures for appointments to Committees.
6. To provide guidance to Council members on their roles and responsibilities as it relates to Committee representation.

The audit kicked off in March with an in-depth review of Committee documents, including bylaws, terms of reference, minutes and agendas. In addition, a questionnaire was sent to all Members at Large of the various Committees as well as to Council members.

Findings from the audit of the materials and the questionnaire informed much of the information contained within the attached report.

DISCUSSION

Administration is recommending that Standing Committee of Council receive the Council Committee Audit Findings Report for information. The recommendations that are outlined in the report will be included in an Action Plan that will be brought forward to Council at a Regular Meeting for approval.

FINANCIAL IMPLICATIONS

There are no financial implications for receiving the Council Committee Audit Findings Report for information.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council receive the Council Committee Audit Findings Report for information and recommends Administration to bring forward a Committee Audit Recommendations Action Plan to a future Regular Meeting of Council for consideration.

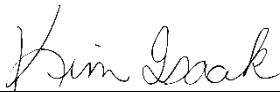
ALTERNATIVES

- a) That Standing Committee of Council recommends amendments to the Committee Audit Report and Findings.

ATTACHMENTS

- *Town of Blackfalds – Committee Audit Report and Findings*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author



Town of Blackfalds

Committee Audit Report and Findings

Prepared by:
Kim Isaak, Chief Administrative Officer

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Committee Audit Report and Findings

Introduction

For the purpose of this audit, the term “Committee” will be inclusive of Committees, Commissions, Boards and Authorities.

The purpose of the Committees, Commissions, Boards and Authorities audit was:

1. To review the mandate and governing authority of each Committee to determine compliance.
2. To get feedback from Committee Members on the operations of the Committee and the relative value that they receive from sitting on the Committee.
3. To identify Committees that may no longer be required or have served their purpose.
4. To identify Committees that should be established.
5. To identify gaps to assist with the development of an overall structure and Council Policy that would outline the parameters for the establishment of Committees, and procedures for appointments to Committees.
6. To provide guidance to Council members on their roles and responsibilities as it relates to Committee representation.

Review of Committee Mandate and Governing Authority

MEMBER AT LARGE COMMITTEES OF COUNCIL

There are nine (9) Member at Large Committees of Council. These Committees contain both volunteers from the community and members of Council. Three (3) of the Committees are legislated, meaning there is a requirement under either the *Municipal Government Act* or another legislation that requires the Town to have a Committee. The other six (6) are non-legislated, meaning that there is no requirement for the Town to have a particular Committee.

The audit questions consisted of the following:

1. Type of Committee – Legislated or Non-Legislated?
2. Establishing Authority – Bylaw, Terms of Reference or other?
3. Is the agenda submitted to the Town for inclusion on the Community Events Calendar on the webpage?
4. Does the Committee have Town support staff?
5. Is the Committee compliant with establishing authority?

6. Does the Committee submit minutes to the Town for inclusion on the consent agenda?
7. Are the meetings listed on the Community Events Calendar on the website?
8. Frequency of meetings.
9. Number of meetings held in 2023.

Legislated Committees

- Municipal Library Board; - established pre-1960
- Policing Committee – established 1956
- *Municipal Planning Commission – established pre-1995, following the disbandment of the regional planning commissions

It should be noted that the legislated body for the Assessment Review Board is managed through the Central Alberta Assessment Review Board and the Subdivision and Development Appeal Board is managed through the Intermunicipal Regional Subdivision and Development Appeal Board. Both noted Committees are legislated.

**** Although the Municipal Planning Committee is legislated currently under Bylaw. Section 625(1) of the Municipal Government Act states that a Municipality may establish an MPC and as such it is not a requirement of the Municipal Government Act.***

Audit findings of the Legislated Committees are as follows:

Authority

All three (3) of the Committees listed above are established through Bylaw.

Is the Agenda submitted to the Town to include on the Committees and Boards page on the Website?

Of the three (3) legislated Committees, the Municipal Planning Commission is currently submitting agendas to be included on the website as of the last quarter of 2023. The other two Committees have not posted agendas for meetings to date.

Does the Committee have Town Support Staff?

All the Committees, except for the Public Library Board, have Town support staff, and in some cases, that support staff doubles as the recording secretary. The Public Library Board uses its own support staff.

Is the Committee Compliant with Establishing Authority?

All three (3) of the Committees were found to be non-compliant with their establishing authority or the *Municipal Government Act*, most of which are minor in nature. A later section of this report will list recommendations that will bring these Committees into compliance.

Does the Committee submit meeting minutes for inclusion on Council's consent agenda?

Out of the three (3) Committees the Municipal Planning Commission is the only Committee that has been submitting its minutes for inclusion on Council's consent agenda.

Is the Meeting included on the Community Events Calendar?

None of the Committees are currently posting the meeting date on the Community Events Calendar.

Frequency of Meetings

The Public Library Board meets monthly, the Policing Committee meets not less than four (4) times a year, and the Municipal Planning Commission meets on an as-needed basis. When the Municipal Planning Commission meets it is the fourth Tuesday of the month prior to the Regular Council Meeting.

Number of Meetings held in 2023

- Public Library Board – 12
- Policing Committee – 4
- Municipal Planning Commission – 6

Non-Legislated Committees

- Economic Development and Tourism Advisory Committee (EDTAC) – previously the Economic Development & Tourism Board established in 1991
- Family and Community Support Services Board (FCSS) – established in 1998
- Recreation Culture and Parks Board (RCP) – established in 1990
- Blackfalds Health Practitioners Attraction and Retention Committee was established in 2020, that functions as a working group.
- 55+ Housing Committee – established in 2018
- Grievance Committee – established by CUPE Agreement

Audit findings of the non-legislated Committees are as follows:

Authority

Both the Family and Community Support Services Board and the Recreation Culture and Parks Board are established by Bylaw. The Economic Development and Tourism Advisory Committee was established through a motion of Council along with the Terms of Reference. It should be noted that in 2016 Council passed a resolution (316/16) to rescind the former Bylaw that established EDTAC and adopted a Terms of Reference; however, the Bylaw should have been rescinded through a repealing Bylaw. The Blackfalds Health Practitioners Attraction Committee was approved through a Council resolution however the Terms of Reference have never been adopted. This Committee is a working group and was developed out of the Economic Development and Tourism

Advisory Committee initiatives. The Grievance Committee of Council was established through the CUPE Collective Agreement. The 55+ Housing Committee was established through resolution of Council.

Is the Agenda submitted to the Town to include on the Committees and Boards page on the Website?

Of the six (6) Committees, the Family and Community Support Services Board is the only Committee that provides their agendas to the Town to include on the Committees and Boards page on the Website.

Does the Committee have Town Support Staff?

All the Committees have Town support staff.

Is the Committee Compliant with Establishing Authority?

All the non-legislated Committees were found to be non-compliant with their establishing authority of a minor nature. A later section of this report will list recommendations that will bring these Committees into compliance with its establishing authority.

Does the Committee submit meeting minutes to the Town for inclusion on the Town's consent agenda?

Apart from the FCSS Board, which consistently provides minutes for submission on the consent agenda, the six (6) non-legislated Committees infrequently provided their minutes for inclusion on Council's consent agenda with the exception of the Grievance Committee.

Is the Meeting included on the Community Events Calendar?

None of the Committees are currently posting the meeting date on the Community Events Calendar.

Frequency of Meetings

The FCSS Board meets at least six (6) times a year. The RCP Board meets at least eight (8) times a year. The EDTAC and Blackfalds Health Practitioners Committee meet bi-monthly. Both the Grievance Committee and the 55+ Housing Committee meet on an as needed basis.

Number of Meetings held in 2023

- Family and Community Support Services Board – 9
- Recreation Culture and Parks Board – 9
- Economic Development and Tourism Advisory Committee – 5
- Blackfalds Health Practitioners Attraction Committee – 5
- Grievance Committee – 1
- 55+ Housing Committee - 0

COMMITTEES OF COUNCIL

In addition to the three (3) legislated and six (6) non-legislated Committees identified in the previous section there are another seven (7) Committees where representation from Council is legislated. Of these seven (7) Committees, membership consists of some with all members of Council or joint membership from either other Municipalities or a partnering agency that Council has appointed a member to:

- North Red Deer River Water Services Commission – established in 2004
- North Red Deer Regional Wastewater Services Commission – established in 2008
- Lacombe Regional Emergency Management Partnership – established in 2012
- Intermunicipal Collaborative Framework/Intermunicipal Development Plan Committee – established in 2020
- Municipal Emergency Management Advisory Committee – established 2020
- Lacombe Housing Foundation – established in 2011
- Parkland Regional Library Board – established in 1959

Type of Committee

All the Committees identified above are legislated.

Authority

North Red Deer River Water Services Commission, North Red Deer Regional Wastewater Services Commission, Lacombe Regional Emergency Partnership, Intermunicipal Collaborative/Intermunicipal Development Plan Committee, Parkland Regional Library Board are established through Agreement. The Municipal Emergency Management Advisory Committee is established by Bylaw. The Lacombe Foundation was established through a Ministerial Order.

Is the Agenda submitted to the Town to include on the Committees and Boards page on the Website?

None of the above Committees, except for the Municipal Emergency Management Advisory Committee, provide agendas for inclusion on the Committees and Boards page of the website. It should be noted that the Town is not the managing authority for the North Red Deer River Water Services Commission, North Red Deer Regional Wastewater Commission, Lacombe Regional Emergency Partnership, or the Lacombe Foundation. The agreement between Lacombe County and the Town of Blackfalds Intermunicipal Collaborative/Intermunicipal Development Plan does not require agendas to be published.

Does the Committee submit meeting minutes to the Town for inclusion on the Town's consent agenda?

Of the seven (7) Committees, the Municipal Emergency Management Advisory Committee and the Lacombe Housing Foundation provide minutes to the Town for inclusion on the Town's consent agenda.

Does the Committee have Town Support Staff?

Both the Intermunicipal Collaborative Framework/Intermunicipal Development Plan Committee and the Emergency Management Committee have Town support staff. It should be noted that the managing authority for the other Committees provides the support staff.

Is the Committee Compliant with Establishing Authority?

For the Committees that have clearly defined responsibilities either through a Bylaw, Terms of Reference or Agreement, most are complying, ones that are not will be brought into compliance with the recommendations that will be outlined in a later section. It is difficult to determine compliance with the Committees where the Town is not the managing authority.

Frequency of Meetings

The North Red Deer River Water Services Commission and the North Red Deer Regional Wastewater Services Commission Agreement state that they must meet at minimum twice a year. The Lacombe Regional Emergency Management Partnership meets twice a year, the Intermunicipal Collaborative Framework / Intermunicipal Development Plan Committee meets as needed and at minimum once every three (3) years. The Municipal Emergency Management Committee meets at least once a year. The Lacombe Foundation meets as determined by the Board at the annual organizational meeting.

Number of Meetings held in 2023

- North Red Deer River Water Services Commission – 5
- North Red Deer Regional Wastewater Services Commission – 5
- Lacombe Regional Emergency Management Partnership – 2
- Intermunicipal Collaborative Framework / Intermunicipal Development Plan Committee – 3
- Municipal Emergency Management Committee – 1
- Lacombe Foundation – 8
- Parkland Regional Library Board – 4

EXTERNAL COMMITTEES WITH COUNCIL REPRESENTATION

In addition to the Committees listed in the previous section, the Town of Blackfalds has Council representation on the following external Committees.

1. Blackfalds Chamber of Commerce – Meets monthly
2. Central Alberta Economic Partnership – As needed
3. Blackfalds School Parent Council – Iron Ridge Intermediate Campus – Monthly through the school year
4. Blackfalds School Parent Council - Iron Ridge Junior Campus - Monthly through the school year.
5. St. Gregory the Great Catholic School Parent Council – Monthly through the school year
6. Red Deer River Municipal Users Group – As needed
7. Red Deer River Watershed Alliance – As needed
8. Rural Red Deer Restorative Justice Advisory Council – As needed

All the above are non-legislated.

Feedback from Committee Members

Committee Members, were asked the following:

1. Were you provided orientation?
2. Do you feel that the authority (Bylaw or terms of reference) accurately reflects the Committee's purpose and undertakings?
3. Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?
4. Do you feel the length of terms is sufficient; if not, what would you suggest?
5. If you are Chair of a Committee, do you feel that you have adequate training to be successful in the role?
6. From 1 to 10, how would you rate your personal satisfaction with this Committee?
7. Are there other areas of concern that you would like to share on the Committee?

Public Library Board - (Two (2) Responses Received)

Were you provided orientation?	Yes
Do you feel that the authority accurately reflects the Committee's purpose and undertakings?	Yes
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	<ul style="list-style-type: none"> ➤ The Library Board is unique in that the Board provides direction to the Manager rather than the Town. ➤ For the most part yes, but there were some issues in the past with slow response. There is at times a lack of clarity about responsibility for building maintenance.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Of the two (2) respondents neither was a Chair.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	Both respondents rated their satisfaction at a 10.
Are there other areas of concern that you would like to share on this Committee?	I am really enjoying this board; we function well as a group and have clear Bylaws and procedures.

Policing Committee (One (1) Response Received)

Were you provided orientation?	Yes
Do you feel that the authority accurately reflects the Committee's purpose and undertakings?	Yes, they do reflect the purpose and we have worked to define the Committee through policies.
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	Yes, all items brought to the Town Council have been received and adequate direction has been given back to the Committee to make decisions.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes, but if you have served two (2) terms, and there is not another volunteer to take your place you should be allowed to continue to serve.
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Vice Chair. I did not receive training, but the handbook guides the chairing of meetings.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	8.
Are there other areas of concern that you would like to share on this Committee?	Council representatives should remember that we are volunteers that give our time freely to sit on boards.

Municipal Planning Commission (Two (2) Responses Received)

Were you provided orientation?	Yes
Do you feel that the authority accurately reflects the Committee's purpose and undertakings?	Yes
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	Yes, the staff have been very complete and helpful in their assistance.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Neither respondent was a Chair.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	Both respondents rated their satisfaction as a 10.
Are there other areas of concern that you would like to share on this Committee?	No additional comments were received.

Economic Development and Tourism Advisory Committee (Five (5) Responses Received)

<p>Were you provided orientation?</p>	<ul style="list-style-type: none"> ➤ About 12 years ago ➤ Don't believe so ➤ Orientation was inadequate. In my view, a whole meeting should be dedicated to the purpose of the Committee, reporting relationships, how the Committee functions (rules of order), who is on the Committee and their roles and a significant opportunity for members to get to know one another. ➤ Yes ➤ No
<p>Do you feel that the authority accurately reflects the Committee's purpose and undertakings?</p>	<p>Yes</p>
<p>Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?</p>	<ul style="list-style-type: none"> ➤ Getting better at one time we didn't but it has gotten better. ➤ Much could be improved with a more extensive orientation and trained chair. Very often we deviated from the agenda, which could be avoided by following procedures. ➤ I understand privacy concerns but feel the Committee has a right to know of the reason for the departure of the EDO. ➤ Sometimes yes, but sometimes more clarity is required. Since we have at least two (2) Council members on the Committee we sometimes get clarification from the Council members present. If direction and scope are needed. ➤ If the agenda item is clarified succinctly then it becomes easier for the Chair to get members back on track. ➤ Yes, the staff have been very complete and helpful in their assistance.

Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes, but why the differences in terms from Committee to Committee?
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	None of the respondents were Chairs on this Committee. One (1) of the respondents had been a Vice-Chair on another Committee and noted that training would be helpful.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	The average of the combined satisfaction of the 5 respondents was 7.3.
Are there other areas of concern that you would like to share on this Committee?	<ul style="list-style-type: none"> ➤ Concerned that we can't keep an EDO. ➤ Have only attended a couple of meetings so do not feel informed to make any comments currently. ➤ I am passionate on the community enrichment especially to advocate on sustainability strategies on water use and stormwater re-use and make Blackfalds a unique town for visitors and residents.

Family and Community Support Services Committee (Three (3) Responses Received)

Were you provided orientation?	<ul style="list-style-type: none"> ➤ Yes ➤ No ➤ Inadequate
Do you feel that the authority accurately reflects the Committee’s purpose and undertakings?	Yes
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	Yes, the staff have been supportive. Much could be improved with more extensive orientation and prepared Chair.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes.
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Vice Chair. I did not receive training.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	The average of the combined satisfaction of the 3 respondents was 7.3.
Are there other areas of concern that you would like to share on this Committee?	<ul style="list-style-type: none"> ➤ Council representatives should remember that we are volunteers that give our time freely to sit on boards. ➤ Things are not clear because of the nature of the board and organization. ➤ Should have a “business arising from the last meeting” section on the agenda as the first item after the approval of minutes. I also believe that each motion should be moved and seconded and voted upon. There is nothing wrong with non-unanimously adopted motions. I felt at times there was some pressure, coercion, bullying going on albeit very subtle.

Recreation Culture and Parks Committee (Three (3) Responses Received)

Were you provided orientation?	<ul style="list-style-type: none"> ➤ No ➤ No ➤ Yes
Do you feel that the authority accurately reflects the Committee's purpose and undertakings?	One wasn't aware that there was a Bylaw.
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	<ul style="list-style-type: none"> ➤ One (1) respondent noted that there was adequate support and direction from the Town. ➤ Two (2) of the other respondents felt that the Committee was guided by Administration to just rubber stamp items and that questions from members were not appreciated and that not enough relevant information was being brought forward.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes.
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Chair and did not receive enough training.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	The average combined satisfaction of the 3 respondents was 6.8.
Are there other areas of concern that you would like to share on this Committee?	<ul style="list-style-type: none"> ➤ Reconsider how recruitment is conducted as there does not seem to be much interest in sitting on the boards. ➤ FCSS Board members receive a great binder with all the guiding documents this could be done for the Rec Board. ➤ More focus on allowing members to bring forward items of interest.

Blackfalds Health Practitioners Attraction and Retention Committee (1 Responses Received)

Were you provided orientation?	No
Do you feel that the authority accurately reflects the Committee's purpose and undertakings?	No Terms of Reference or Bylaw.
Do you feel the Committee has adequate direction or support from the Town to ensure that the work of the Committee is meaningful and of value?	Yes, the staff have been supportive, but more could be improved with more extensive orientation and prepared Chair.
Do you feel the length of terms is sufficient; if not, what would you suggest?	Yes.
If you are a Chair of a Committee, do you feel that you have the adequate training to be successful in that role?	Respondent was not a Chair.
From 1 to 10, how would you rate your personal satisfaction with this Committee?	The average of the combined satisfaction of the five (5) respondents was 5.75
Are there other areas of concern that you would like to share on this Committee?	<ul style="list-style-type: none"> ➤ Good Committee ➤ Items of discussion at this Committee are difficult as most are of a provincial and national nature. Committee does the best it can locally.

Feedback from Council Members on Committee Appointments

Council members were asked the following for each Council Committee that they were appointed to:

1. Current or Recent Challenges/Issues
2. Future Committees Goals/Projects
3. Usefulness/Need for Council Representation if not legislated

Five (5) Council members responded. For the purpose of informing this audit, the focus will be on the usefulness/need for Council representation on non-legislated Committees.

Except for the following Committees, it was noted that representation was useful and warranted. Additional comments on a few other Committees will follow this section.

- Blackfalds School Parent Council (IREC) – Mainly an update meeting, not a lot of attendance.
- Blackfalds School Parent Council (IRJC) – Mainly an update meeting, not a lot of attendance. No representatives from the School Board.
- St. Gregory the Great Catholic School – Do not believe it is necessary for Council to sit on this board.

Some additional comments and questions were raised on the following Committees:

Economic Development and Tourism Advisory Committee

- There has not been a great deal of turnover on this Committee. It may be useful to try to recruit new members so that different perspectives can be sought.
- Items that are going to this Committee should be coming to Council as a whole.
- If there is anything on the agenda Council can provide answers to questions from other members.

Family and Community Support Services Committee

- Increasing demands with raising costs to low-income seniors and others that rely heavily on FCSS.
- Concerns from the Board mostly over the Social Needs Assessment.
- There have been some great Board members that have left the Board over the past few years.
- This Board has members that sit on multiple Boards and would be useful to have some fresh thoughts and opinions.

Recreation Culture and Parks Board

- I have heard from members of the Board that most of the items that are coming forward are items that do not require their input. Previously there was more decisions made by the Board regarding Town events, and what types of entertainment programs would happen. I am not sure if the Board is necessary as we could have the important issues come directly to Council through a report.

- Need to focus on empowering community groups to assist with hosting events that the Town currently puts on. The Community Initiatives Grant was created but the groups that have received funding thus far have been small.
- The past few years, except for this year, the Committee members weren't really being heard.
- Council needs to be present. It does mention in the Bylaw that there are eight (8) meetings a year but most times we exceed that.

Blackfalds Chamber of Commerce

- We used to have the EDO attend the meetings, to give updates on what is happening around the Town. It was really appreciated by the Board, and their absence has been noted.
- We do get a lot of resident questions on this Board. If the EDO attended, it may not be necessary to have a Councillor on the Board.

Blackfalds Health Practitioners Attraction and Retention Committee

- Lack of staff support has been the largest setback for this Committee.
- Now that we are part of the Red Deer PCN, our time would be better spent focusing on our relationship with them and how we can work together with Delburne and the City of Red Deer to improve our situation. We can also continue working with RhPAP as a Council.
- There has been talk on this Board about starting a "Friends of Society" or a fundraising group/foundation. If we have community members who are serious about this then it would be good for them to start a foundation and raise funds that can be used for advertising, or equipment upgrades.
- This Committee is nice to find out where we are at for getting doctors, but a lot of the items discussed are items that should go to the Minister of Health.
- Good to keep the ball rolling.

Red Deer Restorative Justice Advisory Council

- Sat at two different conferences with two (2) cases from Blackfalds. Good to have input on what the youth must do for community service.
- It is great to have Council representation. It is an interesting Committee. Until more is known about this, I can't say whether Council representation is warranted in the future.

Red Deer River Municipal Users Group

- Very active group, works closely with RRDA as well.
- Looks like this group will be quite involved in the Ardley dam/reservoir study and planning.

Red Deer River Water Alliance

- Provides significant education and advocacy platforms.
- The RDRWA will assist with planning for drought threat.

Review of Applicable Legislation and Comparator Municipalities

To assist with the audit, Administration also consulted the following policies and Bylaws that govern Committees of Council.

1. Sections 195, 196, 197, 198 of the *Municipal Government Act*
2. Council Board/Committee Policy and Procedures
3. Process to Appoint Volunteer to Boards, Committees and Commissions
4. Council Procedural Bylaw

There were several compliance issues specifically relating to the Member at Large Committees of Council. Most of these Committees were not posting notice of their meetings, which is a requirement of *the Municipal Government Act*. With the new Council Procedural Bylaw, which also governs Committees of Council, the Committee's will need to ensure compliance with that Bylaw as well.

Identification of Committees That May No Longer Be Required

To assist with the identification of the above, Administration factored in the information received from the current Committee members, Council members, Administration providing support to the Committee and comparator municipalities. The comparator municipalities used for this purpose include: City of Lacombe, Town of Sylvan Lake, Town of Ponoka, Town of Penhold, Town of Olds, Town of Innisfail and the City of Red Deer.

Based on the information provided, the only Committee that was identified that should be dissolved is the Grievance Committee. As per the *Municipal Government Act* and the Chief Administrative Officer Bylaw, Council has only one employee and that is the Chief Administrative Officer and as such a role in the grievance process is in direct contravention to both pieces of legislation. Council is aware of this as is CUPE and steps will be taken

to remove the Grievance Committee from the Collective Agreement when it is re-negotiated in the later part of 2024.

Aside from the above finding and based on feedback received from Council members, Committee members and Administration consideration should be given to evaluating the need for the following Committees or at minimum a review of the terms of reference to ensure that it is meeting the intent of the Committee:

1. Recreation, Culture and Parks Committee

The combined personal satisfaction rating from members that took part in this audit was 6.8. Comments received from the Members at Large and Council members on this Board identified that there seems to be some frustration regarding what the role of the Committee is and its value. From Administration's perspective this is one Committee that does add another level of bureaucracy to decision making. For instance, grants coming forward to this group must be approved twice, once at the Committee level and then again at the Council level. This is not overly efficient, and if Council does not agree with the recommendations from the Committee it may lead to the question from Members at Large of why those items were brought to the Committee for a decision if Council overrides the Committee's decision. Groups and organizations interested in enhancing recreational opportunities or services in the Town also must present twice. Further to this, at each meeting, there are typically four (4) employees of the Town in attendance, which may not be the best use of resources. In comparing Municipalities within our region out of the seven (7) municipalities that responded, only two (2) of them have Recreation Committees.

2. Family and Community Support Services Committee

From the comments received from Committee members and from Council members, there was an indication that there may be some residual concerns carried forward from the 2022 Social Needs Assessment. Five (5) of the comparator municipalities have FCSS Committees. It should be noted that the structure of those Committees, depending on whether the operation of FCSS was operated specifically by the Municipality or contracted out by a Third Party differed from representation of Members at Large and Council to Council and representatives from supporting agencies.

3. Blackfalds Health Practitioners Attraction and Retention Committee.

While the Terms of Reference have never been adopted by Council there is Town support and funds provided to this Committee. Although there was only one (1) response received from a Committee member the sentiment echoed was the same as the response received by Council members in that matters addressed were of a Provincial nature, and there was little that could be accomplished by the Committee and that an establishment of a "friends of" or foundation may be better suited. Alternatively, this Committee could continue as a sub-committee to the Economic Development Tourism Advisory

Committee. There were no other comparator municipality that had a Committee such as BHPARC.

4. Municipal Planning Committee

The Volunteer Coordinator had to actively go out and recruit volunteers to ensure there was enough for the Committee. At the same time due to lack of interest the Town dissolved the Subdivision and Development Appeal Board as there was an alternative for this Committee through the Intermunicipal Regional Subdivision and Development Appeal Board. The Municipal Planning Committee deals with minor applications for the most part and meetings are typically 5-15 minutes. Waiting to put items onto the next MPC meeting is time consuming for applicants and inefficient when the items could be approved through the Manager of Planning Services. This would create efficiency in that there would not be a requirement for the Development Officer to develop agendas and minutes for the MPC and attend meetings. Many municipalities are moving away from MPC Committees, however three (3) of the municipalities within our comparator area still have Municipal Planning Committees.

5. 55+ Housing Committee

The 55+ Housing Committee has not met since 2020. The 55+ housing project is on hold until additional funding streams are available and a project in Blackfalds is the second priority from the Lacombe Foundation. Based on this Administration recommends that this Committee be dissolved until such time that funding becomes available.

A comment that carried through the various Committees was the length of time that some of the Members at Large had been sitting on a Committee or Committees. It was identified that the lack of turnover may have resulted in the loss of fresh perspectives and ideas.

In conclusion, while there was no definitive finding that any Committee was no longer required Council has the discretion to dissolve any non-legislated Committee. If Council does wish to dissolve any of the Committee's consideration should be given to the addition of a second Standing Committee of Council that could be used as a venue to address items in further detail that would have been discussed at a Committee of Council.

Identification of Committees That Should Be Established

In addition to looking at the current Committees, consideration was given to additional Committees that Council should consider.

The only Committee that was identified as a gap was a Committee that would review the Member at Large submissions, interview members and bring forward recommendations to Council for appointments.

The current process for selection is done through the Volunteer Coordinator position and brought forward to Council to endorse. This is not a typical process, and the best practice is that a Committee of Council be established for this purpose.

Identification of Gaps in Current Committee Process

Having looked at all the applicable documentation the following gaps were identified in the current Committee Process.

1. Lack of consistency between which Committees are established through a Bylaw or Terms of Reference.
2. No process is outlined for Committees to report annually to Council on the activities of the Committee, nor is there a requirement for an annual evaluation.
3. Inconsistent process for Orientation.
4. No reference for mid-term appointments for when a vacancy occurs.
5. Inconsistency between time limits for consecutive terms.
6. Need to consider staggering of appointments so that Committee knowledge is not lost all at once.
7. No reference to whether a Council member can be appointed as Chair or Vice Chair to Committees.
8. Inconsistent process for the review of the draft agenda and draft minutes.
9. Inconsistent practice for posting notice of meetings.
10. No backup assignments for recording secretaries.
11. No clause in policy or terms around per diems to Committee Members, whether it be for travel or otherwise.
12. No documentation or policy on recognizing Member at Large Volunteers.
13. No Committee of Council to interview and select Members at Large for various Council Committees.
14. The previous Bylaw 1087/09 that established the Economic Development and Tourism Advisory Committee was not rescinded by Bylaw as per the *Municipal Government Act*.
15. Blackfalds Health Practitioners Attraction and Retention Committee's Terms of Reference were not formally adopted by Council.
16. No reference to what is done with agendas and minutes of the various Committees in the Bylaw or Terms of Reference. This could be added to an Administrative Procedure.
17. No criteria for which external agencies or organizations have a Council member appointed to it.
18. No guidelines for the role of members of Council sitting on a Committee.

19. *The Municipal Government Act* now requires that all Committees of Council must be established through Bylaw. As not all Committees were established through a Bylaw any Committees that were established through a resolution of Council and a Terms of Reference will have to be transitioned to a Bylaw.

RECOMMENDATIONS

1. Develop Council Committee Bylaw that will outline the following:
 - Criteria that outlines the establishment of new Committees;
 - All Committees must be formed by Bylaw, whether legislated or non-legislated;
 - Staggering of appointments to Committees;
 - Requirement for administrative support;
 - Requirement for staff liaison;
 - Time limits for consecutive terms;
 - Removal of Committee Members;
 - Orientation process for Member at Large appointments;
 - Role of the Chair;
 - Annual Committee Evaluation to determine the Committee effectiveness;
 - Prohibition of Council Members serving as Chair or Vice Chair to a Committee;
 - Clause on whether Member at Large appointees receive a per diem and travel expenses;
 - Requirements around agendas and minutes for Committees;
 - Requirement for Committee meetings to be held in a publicly accessible location;
 - Guidance for the role of Council members sitting on a Committee;
 - Requirement for Committee to not direct any staff liaison on any Committee; and
 - Interview process for Member at Large Review Panel.
2. Removal of Grievance Committee of Council from the Collective Agreement.
3. Evaluate the need for the non-legislated Committees of Council or at minimum review the terms of reference specifically for the Recreation Parks and Culture Committee, Family Community Support Services Committee, Blackfalds Health Practitioners Attraction Committee, Municipal Planning Committee and the 50+ Housing Committee.
4. Consider whether Council representation is required on the School Parent Council's and the Blackfalds Chamber of Commerce.
5. Revisit recruitment process for Member at Large volunteers.
6. Establish a Member at Large Review Panel of Council that will include three (3) members of Council.
7. Move Member at Large Appointments from the Organizational Meeting of Council to the first meeting in December and have appointments run from January 1 through to December 31st.
8. Development of Administrative Procedures for the following:
 - Process for the creation of agendas and format; and
 - Review of draft agendas and minutes for Committees.

9. Establishment of criteria for which external agencies or organizations have a Council member appointed to it.
10. Requirement for all Committees except for Committees that the Town is not the managing partner, Assessment Review Boards and the Subdivision and Development Appeal Board to report annually to Town Council. This requirement will be included in the establishing Bylaw along with the reporting parameters.
11. Transition all non-legislated Committees established through a resolution of Council or Terms of Reference to a Bylaw and rescind applicable resolutions and Terms of Reference.
12. Requirement for all Committees except for Committees where the Town is not the managing partner to list meeting dates on the Council Calendar on the Town's website.
13. Identification that travel and expenses for Member at Large if there is a requirement for the Member at Large to attend a training or conference outside of the community will be paid by the Town of Blackfalds.
14. Establish a process for transitioning Committees that have been established through a resolution of Council and Terms of Reference to a Bylaw. Will require the rescinding of all resolutions that had formerly set out to establish Committees.
15. Amend Council/Board/Committee Policy and Procedures to reflect change to process and adherence to *Municipal Government Act* and Bylaws.
16. Development of a Member at Large Recognition Policy.

MEETING DATE: September 16, 2024
PREPARED BY: Kim Isaak, Chief Administrative Officer
PRESENTED BY: Kim Isaak, Chief Administrative Officer
SUBJECT: **Member at Large Review Panel Bylaw**

BACKGROUND

The current process for Member at Large appointments to Council Committees has been done via a Report to Council from the Volunteer Coordinator listing the applicants who applied to sit on the various Council Committees and Council would then make those appointments.

The Council Committee Audit that was completed identified that the Town of Blackfalds would utilize the process that many other municipalities follow for appointments, which is through the establishment of a Committee of Council. This Committee of Council would be responsible for screening the applications, conducting the interviews and recommending appointments to Council.

DISCUSSION

At the September 10, 2024, Regular Meeting of Council, a motion was carried that extended the Member at Large appointment terms to December 31 of their respective year. This was done so that the Member at Large terms would run from January 1st through to December 31st. The appointments for the upcoming year will need to be made at the first meeting in December, and as such, this Bylaw will establish the Member at Large Review Panel. Once this bylaw is established, the Council member appointments to the Member at Large Review Panel can be made at the upcoming Organizational Meeting of Council scheduled for October 22, 2024.

Administration is recommending that Standing Committee of Council recommend the Member at Large Review Panel Bylaw be brought forward to a Regular Meeting of Council prior to the October 22, 2024, Organizational Meeting of Council.

FINANCIAL IMPLICATIONS

There are no financial implications to this Bylaw.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following motion:

1. That Standing Committee of Council recommend the Member at Large Review Panel Bylaw be brought forward to the October 8, 2024, Regular Meeting of Council for consideration.

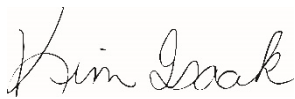
ALTERNATIVES

- a) That Standing Committee of Council recommends amendments.

ATTACHMENTS

- *DRAFT Member at Large Review Panel Bylaw*

APPROVALS



Kim Isaak,
Chief Administrative Officer

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ESTABLISH A MEMBER AT LARGE REVIEW PANEL FOR THE TOWN OF BLACKFALDS

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto, for the purpose of the establishment of a Member at Large Review Panel.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c M-26, and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

AND WHEREAS, it is the desire of the Council to establish a Member at Large Review Panel Committee and prescribe duties and functions of that Committee.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Member at Large Review Panel Bylaw**”.
- 1.2 Schedule “A” shall form part of this Bylaw as the Member at Large Review Panel Terms of Reference.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:
 - (a) “**Act**” means the *Municipal Government Act*, RSA 2000, c M-26 and any amendments thereto.
 - (b) “**Committee**” means a committee, commission, board, authority or other body established by Council.
 - (c) “**Member**” means a member of Council duly elected and continuing to hold office.
 - (d) “**Member at Large**” means a member of the public appointed by Council to a Committee.
 - (e) “**Member at Large Review Panel**” means the Members appointed to carry out the interview process and recommendations for Member at Large appointments and subsequent approval consideration by Council.

PART 3 – TERMS OF REFERENCE

- 3.1 The Member at Large Panel Terms of Reference is outlined in Schedule “A” of this Bylaw and will set out the purpose and duties of the Member at Large Review Panel.

PART 4 - DATE OF FORCE

- 4.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

DRAFT

SCHEDULE "A"

**MEMBER AT LARGE REVIEW PANEL
TERMS OF REFERENCE**

1. Purpose/Mandate

To carry out the screening, interview and selection process for the Member at Large Appointments and make recommendations to Council on Member at Large Appointments to Council Committees.

2. Membership

2.1 The Member at Large Review Panel will consist of three (3) Council members.

3. Meetings

3.1 Meetings will be held on an as needed basis.

4. Committee Roles and Responsibilities

- 4.1 To review all applications received for vacancies on a Committee.
- 4.2 Shortlist candidates for an interview.
- 4.3 Conduct interviews.
- 4.4 Make recommendations for Member at Large appointments to Town Council..

DRAFT

MEETING DATE: September 16, 2024
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Danielle Nealon, Executive & Legislative Coordinator
SUBJECT: **Council Procedural Amendment Bylaw**

BACKGROUND

Council Procedural Bylaw 1289.23 was given Third Reading at the October 24, 2023, Regular Meeting of Council. The Council Procedural Bylaw establishes rules of procedure for governing processes related to Council and Committee Meetings.

DISCUSSION

Since the enactment of Council Procedural Bylaw 1289.23, minor procedural revisions have been identified to clarify and streamline meeting procedures. In addition, as part of the Council Committee Audit process and moving Member at Large appointment terms to run from January 1st through to December 31st, this amending Bylaw will remove Member at Large appointments at the Organizational Meeting of Council to align with the Member at Large Review Panel process.

The proposed amendments to the Council Procedural Bylaw are listed below:

Amendment

- 2.1 That the definition of “**Inaugural Meeting**” Section 2.1 u) be deleted in its entirety and any reference thereto within the Bylaw.

This amendment is proposed as the *Municipal Government Act* (“MGA”), and nor the *Local Election Authority Act* specifies that the Council must hold an inaugural meeting, and the Organizational Meeting definition and Part 7 have been amended to align with the language from the Acts.

Amendment

- 2.2 That the definition of “**Member**” Section 2.1 aa) be amended to remove “or a Member of a Committee duly appointed by Council”.

This amendment is proposed to clarify that the Council is the only Member referred to in the Bylaw.

Amendment

- 2.3 That the definition of “**Organizational Meeting**” Section 2.1 ff) be deleted in its entirety and replaced with:

- ff) “**Organizational Meeting**” shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.

This amendment is proposed to align with the *Municipal Government Act* definition of Organizational Meeting in Section 192(1) of the MGA.

Amendment

2.4 That Section 3.1 a) be removed and reordered accordingly as follows:

- a) Organizational Meetings;
- b) Regular Council Meetings
- c) Special Council Meetings; and
- d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.

This amendment is to align with the removal of the definition of “Inaugural Meeting” from the definitions.

Amendment

2.5 That Part 7 be deleted in its entirety and replaced as follows:

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a General Municipal Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a General Municipal Election the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
 - a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a General Municipal Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

This amendment is to provide clarity as to when an Organizational Meeting of Council must occur in accordance with the MGA and remove that Members at Large are appointed at the Organizational Meeting of Council and provide clarity of the limited business at the Organizational Meeting.

Amendment

2.6 That the order of business under Section 10.2 be deleted and replaced as follows:

- a) Welcome and Call to Order
- b) Land Acknowledgement
- c) Adoption of Agendas
- d) Public Hearing
- e) Delegation
- f) Business
- g) Notices of Motion
- h) Confidential
- i) Adjournment

This amendment is proposed to allow for Public Hearings to commence after the agendas have been adopted to align with when Public Hearings are advertised as Delegations can alter the time at which a Public Hearing will be held.

Amendment

2.7 That Sections 10.12 and 10.13 be reversed in order to conform with the order of business as follows:

10.12 Public Hearings shall be conducted in accordance with Part 14

10.13 Delegations shall be registered in accordance with Section 15.1.

This amendment is proposed to align with Public Hearings to occur at meetings before Delegations.

Amendment

2.8 That Part 14 and Part 15 be reversed in order to conform with the order of business as follows:

PART 14 – PUBLIC HEARINGS

14.1 Council shall hold Public Hearings in accordance with the Act.

14.2 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.

14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.

14.4 Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.

- 14.5 All written submissions from the public must be received by the deadline advertised to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. The Delegation Application is provided as *Appendix B*.
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council’s discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office of the CAO or it is deemed confidential in accordance with the FOIP Act.

This amendment aligns with Public Hearings occurring before Delegations.

2.8 That Appendix A – Table of Contents be amended as follows:

- 2.8.1 remove “Inaugural” from Part 7, and
2.8.2 Parts 14 and 15 are reversed in order.

This amendment is to align with the removal of the definition of “Inaugural Meeting” and that Public Hearings will occur before Delegations at meetings.

2.9 That Appendix C – Introduction and Procedures Section 7 be amended to remove “and will accept a motion to Adjourn this Public Hearing” “Motion to Adjourn./Carried Unanimously”.

This amendment is proposed to streamline Public Hearings as a motion or resolution of the Council is not required to adjourn Public Hearings as outlined in Section 216.4(1) of the *Municipal Government Act*.

It should also be noted that at this time, we do not know the full implications of Bill 20 (*The Municipal Affairs Statutes Amendment Act, 2024*), which received Royal Assent on May 30, 2024. Once Bill 20 has been Proclaimed and those implications have been realized, Administration will bring forward a newly revised Council Procedural Bylaw to align with the changes in Bill 20.

FINANCIAL IMPLICATIONS

There are no financial implications to recommending this Bylaw to Council for consideration.

ADMINISTRATIVE RECOMMENDATION

That Standing Committee of Council consider the following:

1. That Standing Committee of Council recommend Council Procedural Amendment Bylaw be brought forward to the October 8, 2024, Regular Council Meeting for consideration.

ALTERNATIVES

- a) That Council refer this back to Administration for further information.

ATTACHMENTS

- *Council Procedural Bylaw 1289.23 – Blackline*
- *Council Procedural Bylaw Amendment 1*

APPROVALS



Kim Isaak,
Chief Administrative Officer



Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS, IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

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

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

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

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

PART 1 - TITLE

- 1.1 That this Bylaw may be cited as the "**Council Procedural Bylaw**" of the Town of Blackfalds.
- 1.2 That Appendix A, B, C, and D, attached to this Bylaw, shall form part of this Bylaw.

PART 2 - DEFINITIONS

- 2.1 In this Bylaw:
 - a) "**Act**" means the *Municipal Government Act* (MGA or the Act), as amended.
 - b) "**Administration**" means the collective of the Officers as outlined in this Bylaw.
 - c) "**Adjourn/Adjourned/Adjournment**" means the conclusion of a Council or Committee Meeting when stated by the Presiding Officer.
 - d) "**Agenda**" means the order of business items for any meeting of Council or Committee.
 - e) "**Amend**" means a Motion by which to amend a Motion that has been made but not yet voted on.
 - f) "**Business**" shall mean any matter appearing on an Agenda that requires a decision of Council or direction of a Committee.
 - g) "**Bylaw**" means a Municipal Bylaw of the Town.
 - h) "**CAO**" means the Chief Administrative Officer appointed for the Town.
 - i) "**Call the Question**" means when the Presiding Officer ends debate and Council or Committee must vote on the Motion that has been made.
 - j) "**Chairperson**" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
 - k) "**Committee**" means a committee, board, commission, authority, task force, ad-hoc working group or any other public body established by Council pursuant to this Bylaw established in accordance with the Act.
 - l) "**Consent Agenda**" means a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
 - m) "**Council**" means the elected officials, being the Mayor and Councillors of the Town of Blackfalds.
 - n) "**Council Committee Meeting**" means a meeting of Council of the Whole and referred to specifically as the Standing Committee of Council.
 - o) "**Council Meeting(s)**" are regularly scheduled or Special Meetings that require the attendance of Council.

- p) **“Delegation”** shall mean one or more persons who have formally requested or have been requested to appear before Council at a Council or Standing Committee Meeting, in accordance with this Bylaw.
- q) **“Deputy Mayor”** means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor.
- r) **“Extenuating Circumstances”** means circumstances or situations that diminish the capability of a Member to attend a Council or Committee Meeting in person.
- s) **“FOIP”** means the *Freedom of Information and Protection of Privacy Act* of Alberta.
- t) **“General Municipal Election”** means an election held in the Town to elect the Mayor and Councillors as described in the *Local Authorities Elections Act* and any amendments thereto.
- u) ~~**“Inaugural Meeting”** means the Organizational Meeting immediately following a General Municipal Election.~~
- v) **“In-Camera”** means a part of the meeting closed to the public at which no Resolution or Bylaw may be passed, except a Resolution to recommend to Council or revert to a meeting held in public.
- w) **“Live Streaming”** means to transmit or receive live video and audio coverage of (an event) over the Internet.
- x) **“Majority of Council”** means fifty (50%) plus 1 of those present, unless Council provides otherwise in this Bylaw;
- y) **“Mayor”** means the Chief Elected Official of the Town of Blackfalds duly elected.
- z) **“Media Representatives”** shall mean an employee or agent of a Licensed Broadcaster, a member of the Alberta Weekly Newspaper Association or a member of the Alberta Press Council.
- aa) **“Member(s)”** means a member of Council duly elected and continuing to hold office, ~~or a member of a Committee duly appointed by Council.~~
- bb) **“Minutes”** means the record of decisions of a Council or Committee Meeting.
- cc) **“Motion”** means a question that has been placed before Council, but which has not yet been subject to a vote by Council.
- dd) **“Notice of Motion”** is the means by which a Member of Council brings business before Council.
- ee) **“Omnibus Motion”** means a Motion to place on the floor and adopt, approve, or accept, without debate, two (2) or more items.
- ff) **“Organizational Meeting”** shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October, ~~the meeting held for the purpose of scheduling Council Meetings and to make Council appointments to Committees of Council, to be held annually no later than the 2nd Regular Council Meeting in October.~~
- gg) **“Officer”** means the Chief Administrative Officer, Director of Community Services, Director of Corporate Services, Director of Infrastructure and Property Services, or their delegates, all of whom shall be recorded in official Minutes if their attendance is required.
- hh) **“Pecuniary Interest”** means any matter that could monetarily affect a Council Member or an employer of the Council Member, or the Council Member knows or should know that the matter could monetarily affect the Council Member’s family in accordance with Section 170 (1) of the MGA.
- ii) **“Point of Information”** means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the Administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;
- jj) **“Point of Order”** means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business.

- kk) **"Point of Privilege"** means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to the following:
- i. the organization or existence of Council;
 - ii. the comfort of Members;
 - iii. the conduct of Administration or members of the public in attendance at the meeting, and the reputation of Members or Council as a whole.
- ll) **"Point of Procedure"** means a question directed to the Presiding Officer to obtain information on a matter of parliamentary law or the rules of Council to assist a Member to:
- i. make an appropriate Motion;
 - ii. raise a Point of Order;
 - iii. understand the procedure; or
 - iv. understand the effect of a Motion.
- mm) **"Presiding Officer"** shall mean the Mayor or the Deputy Mayor or, in the absence of the two (2), any other Member of Council appointed by Council to preside at the Meeting from those Members of Council present.
- nn) **"Postpone"** means the Motion by which action on a pending question can be put off, without limits, to a definite day, meeting, or hour or until after a certain event.
- oo) **"Public Hearing"** means a meeting of the Council, or that portion of a meeting of Council during which Members of the public make representations to Council in accordance with the Act.
- pp) **"Question of Privilege"** means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;
- qq) **"Quorum"** means the majority of Members, fifty (50%) plus 1 (one) of those present, unless Council provides otherwise in this Bylaw;
- rr) **"Recess"** means to take a brief break for a specific time but will continue the Council or Committee afterward.
- ss) **"Reconsider"** means the Motion by which to review a matter previously decided upon by Council or Committee.
- tt) **"Recorded Vote"** means at the request of a Member, the vote is recorded, and the Minutes must show the names of the Members present and whether each Member voted for or against the proposal or abstained.
- uu) **"Refer"** means the Motion to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.
- vv) **"Regular Council Meeting"** means a Council Meeting scheduled at the annual Organizational Meeting held in accordance with the Act.
- ww) **"Rescind"** means the Motion by which is referred to by declaring a previous resolution or Motion null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.
- xx) **"Resolution"** means a Motion passed by a Majority of Council.
- yy) **"Round Table Reports"** means a Council Member summary report of meetings, events and activities using the template provided, will take place only at the second Regular Council Meeting each month,
- zz) **"Special Council Meeting"** means a Council Meeting called by the Mayor pursuant to the Act;
- aaa) **"Standing Committee of Council"** is a meeting of Council as a whole.

- bbb) **“State of Emergency”** means an order of the Lieutenant Governor in Council may, at any time when the Lieutenant Governor in Council is satisfied that an emergency exists or may exist, make an order for a declaration of a state of emergency relating to all or any part of Alberta.
- ccc) **“Suspension of the Rules”** means to temporarily allow for the waiving of a rule of order in accordance with this Bylaw for a specific purpose.
- ddd) **“Table”** means the Motion by which allows a matter without debate to be set aside and brought back at a later date.
- eee) **“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.
- fff) **“Town”** means the municipal corporation of The Town of Blackfalds.
- ggg) **“Video”** means the recording, reproducing or broadcasting of moving visual images and audio made either digitally or on videotape.

PART 3 – APPLICATION

- 3.1 This Bylaw applies to:
 - a) ~~Inaugural Meetings;~~
 - ~~b)a) Organizational Meetings;~~
 - ~~e)b) Regular Council Meetings~~
 - ~~d)c) Special Council Meetings; and~~
 - ~~e)d) Council Committee Meetings, except:~~
 - i. when Council has granted permission to a Committee to establish its own procedures.
- 3.2 The precedence of the rules governing the procedure of Council is:
 - a) The Act;
 - b) Other Provincial legislation;
 - c) This Bylaw; and
 - d) Council Code of Conduct Bylaw.
- 3.3 Subject to the appeal process set out in Section 19.3 of this Bylaw, the Presiding Officer or Chairperson shall interpret the procedure of meetings.
- 3.4 Suspension of the Rules:
 - a) In the absence of a statutory obligation, any provision of this Bylaw may be temporarily altered or suspended by an affirmative vote of 2/3 of all Members present.

PART 4 - GENERAL

- 4.1. Motions of Members and any questions of parliamentary procedures shall be dealt with in the manner set out in this Bylaw.
- 4.2. The table of contents is attached hereto as *Appendix A*.
- 4.3. A breach of any Section of the Bylaw by any Member of Council may place the Member of Council in the position of censure by Council.
- 4.4. A Council Member who has a Pecuniary Interest in a matter before Council shall disclose the general nature of the Pecuniary Interest before the meeting has begun and abstain from discussing the matter or voting on the matter and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 4.5. Council Meetings will be recorded and broadcast through live streaming over the internet and through Town of Blackfalds media channels, as prescribed through applicable Town Bylaws and Policies and in accordance with legislation.

PART 5 - NOTICE OF MEETINGS

- 5.1 For all Council and Committee Meetings, notice must be:
- a) Issued a minimum of twenty-four (24) hours prior to the meeting date;
 - b) In writing and specify the time, date, location and purpose of the meeting;
 - c) Electronically distributed via email to each Council or Committee Member;
 - d) Posted at the Town Office – at the Civic Cultural Centre; and
 - e) Given any other notification as requested by Council or the Committee.

PART 6 - QUORUM

- 6.1 When a Quorum is present at the time set for the commencement of a Council or Committee Meeting, the Presiding Officer or Chairperson shall call the meeting to order.
- 6.2 If there is a Quorum present at the time set for the commencement of a Council or Committee Meeting, but the Mayor and Deputy Mayor or Chairperson are absent, the CAO or delegate shall call the meeting to order and shall call for a Presiding Officer or Chairperson to be chosen by Resolution.
- 6.3 If a Quorum is not constituted within fifteen (15) Minutes from the time set for the commencement of a Council or Committee Meeting, the CAO or designate shall record the names of all the Members present and Adjourn the meeting.
- 6.4 If a Council or Committee Meeting is Adjourned for:
- a) Failure to constitute a Quorum; or
 - b) Due to loss of Quorum as a result of a Member leaving the meeting:
 - i) The Agenda delivered for that Council or Committee shall be considered at the next meeting of Council or Committee unless a Special Council Meeting is conducted to complete such business.

PART 7 - INAUGURAL AND ORGANIZATIONAL MEETINGS

- ~~7.1 The Organizational Meeting immediately following a General Municipal Election shall be called the "Inaugural Meeting" and shall be held no later than two (2) weeks after each General Municipal Election.~~
- ~~7.2 The Mayor and each Council Member shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting as prescribed by the Oaths of Office Act.~~
- ~~Until the Mayor has taken the Oath of Office, the CAO shall chair the Inaugural Meeting.~~
- ~~7.3 Council shall hold an annual Organizational Meeting each year no later than the 2nd Regular Council Meeting in October in accordance with the Act.~~
- ~~7.3 Subject to Section 7.2, the order of business for Inaugural and Organizational Meetings shall be at the discretion of the CAO.~~
- ~~7.3 The CAO shall set the time and place for the Organizational Meeting, with the business of the meeting being limited to:~~
- ~~) Appointments of Members to Committees which Council is entitled to make, both internal and external;~~
 - ~~) Roster of Deputy Mayors for the Council term;~~
 - ~~) Council and Committee Meeting dates for Council from October to October; and~~
 - ~~) any other business required by the Act or which Council or the CAO may direct.~~
- ~~7.3 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.~~
- ~~7.3 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.~~

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a General Municipal Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a General Municipal Election the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a General Municipal Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and
 - e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.

PART 8 – REGULAR MEETINGS OF COUNCIL

- 8.1. Regular Council Meeting shall be held in the Council Chambers unless notice is given in accordance with the Act and this Bylaw that the Regular Council Meeting will be held elsewhere in the Community.
- 8.2. Regular Council Meetings shall be held on the second and fourth Tuesday of every month.
- 8.3. If a Regular Council Meeting falls on a Statutory Holiday, the meeting will take place on the day chosen by Council at the Organizational Meeting.
- 8.4. Regular Council Meetings shall commence at 7:00 p.m.
- 8.5. A Regular Council Meeting may be cancelled:
- a) By a Majority of Council at a previously held meeting; or
 - b) Written consent of a Majority of Council, providing twenty-four (24) hours' notice is provided to Members and the public; or
 - c) Written consent of two-thirds (2/3) of the whole Council if twenty-four (24) hours' notice is not provided to the public.

PART 9 – SPECIAL MEETINGS OF COUNCIL

- 9.1. The Mayor may call a Special Council Meeting and notice of such Special Council Meeting shall be given in accordance with the provisions of the Act and this Bylaw.
- 9.2. The Mayor must call a Special Council Meeting if an official written request is made for the meeting from a Majority of Members within fourteen (14) days of which the request was made.
- 9.3. Despite Section 9.2, the Mayor may call a Special Council Meeting on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.
- 9.4. The notice of a Special Council Meeting shall be provided in accordance with Section 194 of the Act, as amended from time to time. It shall include the time, date and place at which the Special Council Meeting is to be held and state the general nature of the business to be transacted at the meeting shall be provided to each Member of Council

and to the public.

- 9.5. A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Members of Council and without notice to the public if at least 2/3 of the whole Council agrees to this, in writing, before the beginning of the meeting. A Special Meeting, called under the initiative of the Mayor, may be cancelled:
- a) By the Mayor if twenty-four (24) hours written notice is provided to all Members and the public; or
 - b) If less than twenty-four (24) hours' notice is provided, the Mayor may cancel with the written consent of two-thirds (2/3) of the whole Council.
- 9.6. No business other than that stated in the notice shall be conducted at any Special Council Meeting unless all the Members of Council are present, in which case, by unanimous consent, any other business may be transacted.

PART 10 – REGULAR COUNCIL MEETING AGENDA

- 10.1 Agendas shall list the items and order of business for the meeting.
- 10.2 The standard order of business on the Regular Council Meeting Agenda shall be as follows unless Council otherwise determined by a majority vote a change in order:
- a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing Delegation
 - e) Delegation Public Hearing
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment
- 10.3 Council Agendas shall be prepared in the form agreed upon by the Mayor and CAO.
- 10.4 The CAO shall ensure copies of the Council Agenda are:
- a) Available online to the public no later than 4:00 p.m. on the Friday prior to the day on which the Regular Council meeting is held; and
 - b) Electronically distributed and available to all Members of Council and Officers who are entitled to receive copies.
- 10.5 The CAO shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public.
- 10.6 All Regular Council Meeting Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Wednesday prior to Agenda posting.
- 10.7 Only material which has been received in accordance with Section 10.6 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before Council at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of Council.
- 10.8 Consent Agenda may include, but is not limited to:
- a) Declaration of No Interest (*conflict of duty and interest, pecuniary or other*);
 - b) Adoption of Minutes;
 - c) Round Table Reports;
 - d) Administrative Reports;
 - e) Board, Committee and Commission Minutes and/or Reports;
 - f) Information, includes items of interest to Council Members;
 - g) Correspondence that is addressed to Mayor and/or Council, and all content shall be subject to the *Freedom of Information and Privacy Act*.
- 10.9 Consent Agenda must not include proposed Bylaws or briefing notes that have been prepared for Public Hearings.

- 10.10 Round Table Reports will take place only at the second Regular Council Meeting each month, and Council will provide Administration, by the 16th of each month, with a summary report of meetings, events and activities using the template provided and included in the Consent Agenda.
- 10.11 The CAO Report will include monthly administrative activities and will be included on the Consent Agenda at the second monthly Regular Council Meeting.
- 10.12 Delegations shall be registered in accordance with Section 14.1.
- 10.13 Public Hearings shall be conducted in accordance with Part 15.
- 10.14 Business items include templated reports from Administration for items requesting a decision from Council or direction from the Standing Committee of Council:
 - a) Request for Decision items include a recommendation by Administration and a request for a decision by Council, at which time Council may:
 - i) Vote on the recommended Motion; or
 - ii) Refer back to Administration for further consideration; or
 - iii) Vote on an amended Motion as determined through debate and presented by a Member of Council.
- 10.15 Notices of Motion shall be in accordance with Part 29 of this Bylaw.
- 10.16 Where a Confidential matter is included on the Agenda, the section of FOIP and a description that allows information to be protected from disclosure will be cited on the Agenda and reflected in the Minutes, as set out in *Appendix D – Guideline to Matters Which can be Discussed In Camera Meetings*”.

PART 11 – CONSENT AGENDA

- 11.1 Consent Agenda items are a group of items which are not expected to require discussion and/or debate and may be adopted by a single Omnibus Motion.
- 11.2 If a Member wishes to debate an item included in the Consent Agenda, the Member may exempt any item.
- 11.3 Council must review the items on both the Regular Council Agenda and the Consent Agenda, and prior to the Motion being made, the Presiding Officer shall ask if any Council Member has a Pecuniary Interest or other interest and/or wish to exempt an item on the proposed Consent Agenda.
- 11.4 In the event that a Member declares a Pecuniary Interest or other interest on an item that is included in the Consent Agenda, that item shall be exempted from the Consent Agenda and added under Business.
- 11.5 All exempt Consent Agenda items shall be moved from the Consent Agenda and added under Business.
- 11.6 Subject to the above, the only time that an item should be removed from the Consent Agenda is if it is determined that action, a decision, or significant further discussion is needed or a Council Member declares a conflict of interest or Pecuniary Interest.
- 11.7 Adoption of the Consent Agenda means approval or acceptance of all the items contained within the Consent Agenda and shall be done by one Omnibus Motion.
- 11.8 Council must vote to adopt or amend the Regular Agenda prior to carrying out any business and adopt or amend the Consent Agenda prior to carrying out any business.

PART 12 – MINUTES

- 12.1 The CAO or designate shall ensure that the Minutes are prepared and included in the Agenda package distributed to each Member for the next meeting.
- 12.2 Minutes shall be available to the public, including on the Town's website, on the same week as to when they were approved by Council.
- 12.3 Any Member of Council may exempt the Minutes from the Consent Agenda and add them under Business.

- 12.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council or the Committee.
- 12.5 Minor amendments may include spelling, grammar and any changes that do not affect the context of an item or a Motion of Council.
- 12.6 Major amendments to the Minutes must be amended and brought forward to the next Council Meeting for adoption.

PART 13 - COMMUNICATIONS

- 13.1 When a letter or correspondence is addressed to Council, it shall be directed through the CAO and shall:
- Be on paper or in a printable form;
 - Be able to identify the writer and writer's contact information;
 - Subject to Section 13.3, be placed on an Agenda as appropriate; and
 - Properly placed within the Town's filing system.
- 13.2 Follow-up on the correspondence may include:
- Discussion on the item under Business;
 - Directive to Administration to provide a response to the item of correspondence.
- 13.3 Responsibilities of the CAO:
- If the CAO determines the correspondence is within the governance authority of Council, the CAO will:
 - If it relates to an item already on the Agenda, deliver a copy of the correspondence or a summary of it to the Council Members prior to or at the meeting in which the Agenda is being considered; or
 - Acquire all information necessary for the matter to be included on a future Council Agenda for consideration by Council.
 - In situations where the CAO considers correspondence to be libellous, impertinent or improper, the CAO will summarize the content of the communication verbally and inform Council that it is being withheld.
- 13.4 Decisions on Communications:
- If the CAO determines the communication is not within the governance authority of Council, the CAO will:
 - Refer the communication to Administration for a report or a direct response and provide a copy of the original correspondence and the referral to the Council Members;
 - Take any other appropriate action on the communication.
 - If a Council Member objects to the process determined by the CAO, a Council Member may introduce a Notice of Motion requesting the item be included for Council's consideration on a future Agenda.
 - If the standards set out in Section 13.3 are not met, the CAO may file the communication without any action being taken.
 - Upon receipt of the communication to Council the CAO will respond to the person or entity regarding the process to be followed and any action taken on the subject of communication.

PART 14 – DELEGATIONS

- ~~14.0 — If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. The Delegation Application is provided as Appendix B.~~
- ~~14.0 — Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.~~
- ~~14.0 — Delegations shall not address Council on the same subject matter more than once~~

~~every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.~~

~~All written presentations will become a matter of public record unless the Delegation informs the office of the CAO or it is deemed confidential in accordance with the FOIP Act.~~

PART 15 – PUBLIC HEARINGS

~~15.0 Council shall hold Public Hearings in accordance with the Act.~~

~~15.0 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.~~

~~15.0 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.~~

~~15.0 Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.~~

~~15.0 All written submissions from the public must be received by the deadline advertised to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.~~

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PART 16 – ELECTRONIC PARTICIPATION AT MEETINGS IN EXTENUATING CIRCUMSTANCES

16.1 Should a State of Emergency or Extenuating Circumstances where restrictive measures are required occur, electronic participation may be allowed by a Member of Council or Committee; participating electronically will be counted in determining whether a Quorum of Members is present and may participate electronically in a meeting.

16.2 A Members shall be permitted to attend a meeting using electronic communication if that location is able to support its use, ensuring that all Members participating in the

meeting are able to communicate effectively.

- 16.3 A Member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- 16.4 The Mayor, Deputy Mayor, Presiding Officer or Chairperson shall announce to those in attendance at the Council or Committee Meeting that a Member is attending the meeting by means of electronic communications.
- 16.5 Where the rules of procedure conflict with the need to facilitate electronic participation, the Mayor, in consultation with the CAO, shall have the authority to modify the rules of procedure to ensure Members can effectively participate in the meeting.
- 16.6 When a Council Member attends a Closed Session, they will be required to confirm that they are attending the Closed Session alone.
- 16.7 The CAO, in consultation with the Mayor, shall establish practices and procedures for electronic participation.
- 16.8 Members must notify the CAO or designate a minimum of twenty-four (24) hours prior to the meeting of their intention to participate electronically.
- 16.9 The CAO or designate may provide for the electronic participation of staff, including that of the CAO.

PART 17 – CLOSED SESSIONS

- 17.1 Confidential items are those items that are discussed as per Section 197(2) of the Act “In Camera” or “Closed Sessions” and are confidential items of discussion between Council, Administration and invited persons. No Minutes, notes, or recordings of the discussions will take place, and any reports provided to Council will be returned to the CAO.

PART 18 - ADJOURNMENT

- 18.1 Council Meetings shall Adjourn no later than 10:00 p.m. unless in session at that time, except to conclude the matter under discussion, and Council shall Recess and reconvene at 6:00 p.m. on the next business day unless:
 - a) A matter under discussion has not concluded;
 - b) Otherwise directed by Council; or
 - c) Council, by Resolution of a majority vote, taken as soon before 10:00 p.m. as the business permits, agree to an extension of the meeting beyond 10:00 p.m.
- 18.2 If Adjournment takes place and unfinished business remains, these items will be carried over to the next Regular Council Meeting, or Council can call a Special Council Meeting on a specified day and time to attend to the unfinished business.
- 18.3 When all items of an approved Agenda have been dealt with, the Presiding Officer may Adjourn the meeting without requiring a Motion or vote by Council.

PART 19 – CONDUCT DURING MEETINGS

- 19.1 Council Meetings will be held in public, and no person may be excluded except for:
 - a) Improper conduct; or
 - b) Council may, by Resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.
- 19.2 The Presiding Officer shall preserve order, decorum, and decide questions of procedure subject to an appeal of Council; and the decision of the Presiding Officer shall be final unless reversed by a majority vote of the Members present, without debate.
- 19.3 A Member called to order by the Presiding Officer shall immediately cease further comment and may appeal the call to order to the Council or Committee. The Council or Committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the Members present. If there is no appeal, the decision of the Presiding Officer shall be final.

- 19.4 No Member of Council shall:
- a) Speak without first being recognized by the Presiding Officer and being granted the floor.
 - b) Speak twice to the same item after a Motion on any Agenda item, without the leave of Council, until every Member of Council has an opportunity to speak, except to make an inquiry or an explanation that may have been misconstrued.
 - c) Speaking twice does not include asking questions or subsequent questions on an item, as this information is gathered by Council Members to make informed decisions. Speaking refers to when a Council Member debates a Motion.
- 19.5 The Presiding Officer shall give each Member of Council who wishes to speak on a matter on the Council Agenda an opportunity to do so before calling the question.
- 19.6 When a Member or Officer wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 19.7 Every Member of Council, and every member of Administration present at the meeting, in speaking to any question or Motion, shall address themselves only to the Presiding Officer.
- 19.8 When any Point of Order, Point of Procedure, or Question of Privilege arises, it shall be immediately taken into consideration.
- 19.9 When the Presiding Officer is called upon to decide a Point of Order, Point of Procedure, or Question of Privilege, the point shall be stated succinctly, and the Presiding Officer shall, when giving their decision on the point, cite the rule or authority applicable to the same.
- 19.10 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the appropriate Member of Council, or Administration.
- 19.11 When a Point of Privilege arises, the Presiding Officer shall rule upon the admissibility of the question and if the Presiding Officer rules favourably, the Member of Council who raised the Point of Privilege shall be permitted to pursue the point.
- 19.12 When the Presiding Officer wishes to debate or make a Motion, they shall vacate the chair and request another Member to take the chair, in the following order:
- a) Deputy Mayor
 - b) Any other Member of Council.
- 19.13 If no other Member of Council is willing to accept the chair, the Presiding Officer will continue as chair; however, will be allowed to make a Motion and/or debate under the same rights and restrictions as other Members.
- 19.14 When a Member or Officer is addressing the Presiding Officer every other Member or Officer shall:
- a) Remain quiet and seated;
 - b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and
 - c) Not carry on a private conversation.
- 19.15 When a Member is addressing Council, the Member shall:
- a) Not speak disrespectfully of others;
 - b) Not shout, raise their voice or use offensive language;
 - c) Not reflect on any vote of Council except when moving to Rescind it and shall not reflect on the motives of the Members who voted on the Motion, or the mover of the Motion;
 - d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 19.16 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they must indicate their intention and await the Presiding Officer's permission prior to leaving.
- 19.17 The arrival and departure of Council Members will be recorded in the official Minutes.

PART 20 – CONDUCT OF PUBLIC DURING MEETINGS

- 20.1. A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.
- 20.2. Members of the public gallery during a Council Meeting:
- a) Shall not address Council without permission;
 - b) Shall maintain order and quiet; and
 - c) Shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.
- 20.3. The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

PART 21 – MOTIONS

- 21.1 A Council Member who wishes to submit a Motion in excess of twenty-five (25) words shall do so in writing to the Presiding Officer and Recording Secretary.
- 21.2 After a Motion has been moved, and prior to any vote, it is the property of Council and may not be withdrawn without the consent of a majority of Council.
- 21.3 Every Motion shall be stated or read by the mover.
- 21.4 Any Motion made in the negative shall be ruled out of order.
- 21.5 A request may be made to have the Recording Secretary read back the Motion, as made, for clarity prior to being put to vote.
- 21.6 Council or Committees may act on a Motion pertaining to a subject which is not on the Agenda with unanimous consent only.
- 21.7 When moved, a Motion will be open for discussion and debate. The Presiding Officer will determine if a Member can speak twice to the same issue prior to other Members and Officers having the opportunity.
- 21.8 The mover of a Motion may speak and vote for or against the Motion.
- 21.9 No Motion other than an Amending Motion or Motion to Table or Refer shall be considered until the Motion already before Council has been disposed of.
- 21.10 Where the Town has a contractual liability or obligation, Council shall not Reconsider, vary, revoke, or replace any Resolution except to the extent that it does not avoid or interfere with such liability or obligation.
- 21.11 The following Motions are not debatable by Members:
- a) To take a Recess;
 - b) Question of Privilege;
 - c) Point of Order;
 - d) Suspension of the Rules, temporarily altering or suspend this Bylaw;
 - e) To limit debate on a matter before Members;
 - f) To Table the matter; and
 - g) Adjournment.
- 21.12 A Motion to Adjourn is not subject to debate and is voted on immediately.
- 21.13 A Motion of Suspension of the Rules is not amendable.

PART 22 – RECESS

- 22.1 Any Member may move that Council Recess or break for a specific period. After the Recess, business will be resumed at the point when it was interrupted. This Motion may not be used to interrupt a speaker.
- 22.2 A Motion to Recess may be Amended only as to length of time, but neither the Motion nor the amendment is debatable.

- 22.3 If no speaker is addressing Council, the Presiding Officer may call a Recess for a specific period.

PART 23 – MOTION TO AMEND

- 23.1 Motion to Amend are those Motions where word(s) or paragraphs are inserted or struck out of the original Motion and can be made by any Member and must be in agreement with the Member originating the Motion.
- 23.2 There shall be a maximum of three (3) Motions on the floor at a time, the main Motion and up to two (2) Amending Motions.
- 23.3 Amendments shall be voted on in reverse order to that in which they have been moved, and all amendments shall be decided on or withdrawn before the original Motion is put to a vote.

PART 24 – MOTION TO RESCIND

- 24.1 A Motion to Rescind a previous Motion may be accepted by the Presiding Officer, and if passed by a majority vote of Council present, the previous Motion referred to would be declared null and void; however, a Motion to Rescind will not undo any actions which have already been taken as a result of the Motion previously passed.

PART 25 – MOTION TO REFER

- 25.1 A Motion to Refer is to state which Committee or Administrative department is to receive the Motion for research and/or further information and shall include terms, timelines, and other relevant information.

PART 26 – MOTION TO POSTPONE

- 26.1 A Motion to Postpone any matter shall include in the Motion:
- a) A specific time to which the matter is Postponed; or
 - b) Provision that the matter is to be Postponed indefinitely.
- 26.2 When a Motion is Postponed without being settled, no similar or conflicting Motion which would restrict action on the first Motion may be introduced or adopted.
- 26.3 A Motion to Postpone a matter is Amendable and debatable.
- 26.4 Any matter that has been Postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.

PART 27 – MOTION TO TABLE

- 27.1 A Motion to Table allows a matter without debate to be set aside and brought back at a later date.
- 27.2 To take a matter from the table requires a Motion, that Council lift from the table.

PART 28 – MOTIONS FOR INFORMATION

- 28.1 A Motion to accept for information means that Council accepts the information, and it is then placed in the Town's record for reference.
- 28.2 A Motion to receive for information means Council or Committee acknowledges the information with no further action taken.

PART 29 – NOTICE OF MOTIONS

- 29.1 A Notice of Motion is made to serve notice of intent and must give sufficient detail so that the subject of the Motion and any proposed action can be determined. It must state the date of the meeting at which the Motion will be made and must meet the following requirements:

- a) A Council Member who submits a written Notice of Motion to the CAO to be read at a Regular Council Meeting need not be present during the reading of the notice.
 - b) When notice has been given, the CAO will include the proposed Motion in the Agenda of the meeting for the date indicated in the Notice of Motion.
 - c) If the Council Member is not present for the indicated date, the Motion will be deferred to the next Regular Council Meeting. If the Council Member is not present at the next Regular Council Meeting, the Motion will be removed from the Agenda and may only be made by a new Notice of Motion.
- 29.2 Any Member of Council may make a Motion introducing any new matter of municipal business provided that the Notice of Motion has been brought forward at a meeting of Council held at least seven (7) days before the meeting at which time the Motion will be debated, or Council passes a Motion by majority vote dispensing of the period of notice.
- 29.3 If a Motion is defeated, a Member of Council can reintroduce it as a new business item at a Regular Council Meeting by way of a Notice of Motion. It shall be substantially new wording and circumstances from the original Motion, subject to the provisions set out in Section 30.12.

PART 30 - VOTING ON MOTIONS

- 30.1 When debate on a Motion is closed, the Presiding Officer shall put the Motion to a vote, and this decision shall be final unless overruled by a majority vote of the Members present at the meeting.
- 30.2 No Member shall leave the Council Chamber after a question is put to a vote and before the vote is taken.
- 30.3 If any Member of Council wishes to have a Recorded Vote, the request for a recorded vote must be made prior to the vote being taken and recorded in the meeting Minutes pursuant to Section 185 of the Act.
- 30.4 Where a Motion is not carried unanimously by those Members present, then the names of those who voted for and against a Motion shall be entered upon the Minutes for Motions that are carried or defeated.
- 30.5 Votes on all Motions must be taken as follows:
- a) The Presiding Officer must declare the Motion and call for the vote.
 - b) Members must vote by a show of hands.
 - c) The Presiding Officer must declare the result of the vote.
- 30.6 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.
- 30.7 A Motion shall be declared defeated when it:
- a) Does not receive the required majority of votes; or
 - b) Receives an equal division of votes.
- 30.8 Each Member present shall vote on every Motion as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the Minutes.
- 30.9 Council Members who abstain from voting during Closed Sessions are subject to the provision above, unless they are abstaining for a reason that is considered confidential under the *Freedom of Information and Privacy Act*.
- 30.10 A Member shall not vote on a matter if they are absent from the meeting when the matter has been heard and the vote is called.
- 30.11 The outcome of every vote shall be incorporated into the official Minutes.
- 30.12 Once a subject matter has been voted on, and that particular meeting is Adjourned, it may not be raised again for six (6) months from the date of the vote unless Council

is unanimous in raising the subject matter sooner and the unanimous approval to raise the matter may be included in the main Motion that is under consideration by Council.

PART 31 – BYLAWS & POLICIES

- 31.1 Draft Bylaws and Council policies shall be prepared by the appropriate Administration member and shall be reviewed at a meeting of the Standing Committee of Council before being presented at a Regular Council Meeting.
- 31.2 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 31.3 The CAO shall provide a copy of the Bylaw in full and include it in the Agenda package.
- 31.4 Every Bylaw shall have three (3) distinct readings in accordance with the Act.
- 31.5 Only the title or identifying number may be read at each reading.
- 31.6 A Bylaw shall be introduced for first reading by a Motion that the Bylaw be read a first time.
- 31.7 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.
- 31.8 Council shall vote on the Motion for first reading of a Bylaw without amendment or debate.
- 31.9 A Bylaw shall be introduced for second reading by a Motion that it be read a second time.
- 31.10 After a Member has made a Motion for second reading of a Bylaw, Council may:
 - a) Debate the substance of the Bylaw; and
 - b) Propose and consider amendments to the Bylaw.
- 31.11 A Bylaw shall not be given more than two (2) readings at one (1) meeting unless the Members present unanimously consent that the Bylaw may be presented to Council for third reading.
- 31.12 When Council unanimously consents that a Bylaw may be presented for third reading:
 - a) Motion for third reading of the Bylaw shall be made;
 - b) Council shall vote on the Motion without amendment or debate;
- 31.13 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 31.14 In conformance with the Act:
 - a) If a Bylaw does not receive a third reading within two (2) years from the date of the first reading, the previous readings are deemed to have been Rescinded; and
 - b) If a Bylaw is defeated on second or third reading the previous readings are deemed to have been Rescinded.
- 31.15 Upon being passed, a Bylaw shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO and then shall have the Town's corporate seal applied.
- 31.16 Copies of all Bylaws and Council policies will be maintained and will be provided as public information on the Town's official website.
- 31.17 Bylaws which require approval from the Province of Alberta, shall receive two (2) readings prior to submission of a certified copy to the Provincial authorities. The third reading will take place only after the signed approval of the Provincial Authority is received.

- 31.18 Bylaws come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.19 Subject to Section 31.1 Council policies shall be presented for discussion and passed by a simple majority at one (1) sitting and shall come into effect as soon as they are passed unless they contain a deferred or Postponed date for implementation.
- 31.20 Upon being passed, a Council policy shall be signed by the Presiding Officer of the meeting at which it was passed as well as the CAO.

PART 32 - COMMITTEES

- 32.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town through Bylaw and established Terms of Reference for said Boards and Committees.

PART 33 – STANDING COMMITTEE OF COUNCIL

- 33.1 Standing Committee of Council is hereby established and considered to be Committee of the Whole with membership comprised of all Members of Council.
- 33.2 Standing Committee of Council typically takes place on the third Monday of every month.
- 33.3 The Deputy Mayor will chair or be the Presiding Officer for the Standing Committee of Council.
- 33.4 Standing Committee of Council shall commence at 7:00 p.m.
- 33.5 Quorum of the Standing Committee of Council is a majority of Council Members.
- 33.6 The Standing Committee of Council may:
- a) Receive delegations and submissions;
 - b) Receive updates on major capital projects and initiatives;
 - c) Meet with other municipalities and other levels of government;
 - d) Recommend appointments of members of the public to Council Committees and other external committees, and other bodies on which the Town is entitled to have representation; and
 - e) Receive updates from Council Committees.
- 33.7 The standard order of business on a Committee Agenda shall be as follows unless Council otherwise determines by a majority vote a change in order:
- a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Presentations
 - d) Business
 - e) Confidential
 - f) Adjournment
- 33.8 All Standing Committee of Council Agenda submissions shall be received by the CAO no later than 4:30 p.m. on the Tuesday prior to Agenda posting.
- 33.9 Only material which has been received in accordance with Section 33.8 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- a) If an emergent or time-sensitive matter needs to be brought before the Committee at any meeting, the item shall:
 - i) be accompanied by a brief explanation from an Officer indicating the reasons for and the degree of urgency of the item; and
 - ii) be permitted to be added by the Presiding Officer considered as an addendum to the Agenda upon a majority vote of the Committee.
- 33.10 If a presenter wishes to make a presentation to the Standing Committee of Council the presenter must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Tuesday prior to a Committee Meeting. The Delegation Application is provided as *Appendix B*.
- 33.11 Presentations are limited to fifteen (15) Minutes at a Committee Meeting unless, at

the Committees discretion, a longer time is required.

33.12 All written presentations will become a matter of public record unless the presenter informs the office of the CAO or it is deemed confidential.

33.13 The CAO shall ensure copies of the Standing Committee of Council Agenda are available online to the public no later than 4:00 p.m. on the Thursday prior to a Standing Committee meeting or any Council meeting held on a Monday.

33.14 Procedures in Standing Committee of Council only differ from Council's in that:

- a) A Member of Council may speak more than once, provided that all Council Members who wish to speak to the matter have been permitted to speak;
- b) A Member of Council may speak even though there is no Motion on the floor, but if there is a Motion on the floor, a Council member shall only address that Motion;
- c) The only Motions permitted are:
 - i) To direct items to a future Regular Council Meeting for consideration or to Refer matters to Administration or to a Committee.
 - ii) To receive items for information;
 - iii) To move to meet In-Camera and subsequently to revert to a meeting held in public; and
 - iv) To Recess

33.15 The operation of the Standing Committee is purposely kept informal to encourage deliberation of information and ideas. The Committee has no powers to commit funds. Matters requiring further direction will be forwarded as a recommendation to Council.

PART 34 - REPEAL

34.1 That Bylaw 1265.22 is hereby repealed upon this Bylaw coming into effect.

PART 35 - DATE OF FORCE

35.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISSAK

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APPENDIX B – DELEGATION FORM



DELEGATION APPLICATION

Box 220 | 5018 Waghorn Street
Blackfalds, AB | T0M 0J0
www.blackfalds.ca | 403.886.4677

APPLICANT INFORMATION	
Name:	Date:
Address	
Phone:	Email:
ORGANIZATION INFORMATION (IF APPLICABLE)	
Name:	
Phone:	Email:
MEETING INFORMATION	
Date Requested:	Number Attending:
Name(s) of Presenter(s):	
Do you need to use your own presentation equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
SUBJECT YOU WANT TO PRESENT	
DETAILS OF THE SUBJECT - Include specific requests you have of Council	

Please note if a Delegation wishes to make a presentation to Council, the Delegation must submit this request form and all pertinent background information to the Office of the CAO **no later than noon on the Wednesday prior to the Council meeting.**

Delegations are limited to 15 minutes at a Regular Council Meeting, unless at Council's discretion, longer time is required.

All written presentations will become a matter of public record, unless you inform this office otherwise, or it is deemed confidential.

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that this meeting may be audio/video recorded, published online, and broadcast on television.	
Applicant Signature:	Date:

APPENDIX C - PUBLIC HEARING PROCESS AND TEMPLATE**1. Town of Blackfalds Public Hearing Process****1.1 Definitions**

- 1.1.1 "Chairman" refers to the Presiding Officer officiating the Public Meeting.
- 1.1.2 "Secretary" refers to the CAO or his/her designate.

1.2 Advertising

- 1.2.1 Advertising for all public hearings must meet the requirements of Section 606 of the MGA and will include:
 - a. Inclusion in a local newspaper once a week for two consecutive weeks ahead of the Public Hearing date.
 - b. Posted on the public notice board located in the lobby of the Civic Cultural Centre (Town Office).
 - c. Posted on the Town's website for the time period provided for print media notice.
 - d. Forwarded to parties determined to have a direct or significant impact by the matter.

1.3 Public Comments

- 1.3.1. Public comments as outlined in the Public Hearing notice are to be forwarded electronically to info@blackfalds.ca.
- 1.3.2. Public comments in hard copy can be mailed to: Town of Blackfalds, Box 220, 5018 Waghorn Street, Blackfalds AB, T0M 0J0 The Office of the CAO, c/o Executive & Legislative Coordinator,
- 1.3.3. All written comments must be received by 12:00 p.m. Noon on the Wednesday prior to the following scheduled Regular Council Meeting where the Public Hearing has been scheduled.

1.4 Public Hearing Procedure Template (attached)

INTRODUCTION & PROCEDURES

(Chairman) *“The following Public Hearing is held pursuant to the Municipal Government Act”*

2 (Chairman) *“The following rules of conduct will be followed during the Public Hearing:*

- *Presentation should be brief and to the point*
- *The order of presentation shall be:*
 - *Entry of written submission*
 - *Comments from the Planning Dept*
 - *Those supporting the Bylaw*
 - *Those opposing the Bylaw*
 - *Any other person deemed to be affected by the Bylaw*
- *The Public Hearing purpose is “ (-----) ”*

I hereby declare the Public Hearing relating to Bylaw # (-----) open”.

3 (Secretary) *“The purpose of Bylaw (-----) is (-----)- as shown on the attached Schedule A*

First Reading was given to Bylaw (-----) on (-----)

Notice of this Public Hearing was advertised (-----)

The following written comments have been received to date (-----)

4 (Chairman) *“Are there any late written submissions relating to the Bylaw?” (-----)*

(Note: If there are any, the secretary to read letter into record)

“Comments from the Planning Department”

“Is there anyone who supports the Bylaw and wishes to speak?”

“Is there anyone who opposes the Bylaw and wishes to speak?”

“Is there anyone deemed to be affected by the Bylaw and wishes to speak?”

5 (Chairman) *“Are there any further comments from the Planning Dept.”*

6 (Chairman) *“Do the Councilors have any further questions?”*

7 (Chairman) *“If nothing further then, I hereby declare this Public Hearing relating to Bylaw (-----) be closed_ and will accept a motion to Adjourn this Public Hearing.”*

Motion to Adjourn: _____

CARRIED UNANIMOUSLY

APPENDIX D – GUIDELINES FOR IN CAMERA

**GUIDELINE TO MATTERS WHICH CAN BE
DISCUSSED IN CAMERA MEETINGS**

Section 197 of the *Municipal Government Act* provides that Councils and council committees must conduct their meetings in public, however, they may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. These exceptions are:

1. Information such as trade secrets or commercial, financial, labour relations, scientific or technical information of a third party, supplied in confidence, the disclosure of which would be harmful to the business interests of a third party must be discussed *in camera* (unless there is an overriding public interest). (Section 16)

Examples:

Information regarding the monetary resources of a third party, such as the third party's financial capabilities and assets and liabilities, including financial forecasts, investment strategies, budgets, profit and loss statements.

Third party insurance policies, pricing structures, market research, business plans and customer records.

Operating manuals containing scientific and technical information.

2. Information the disclosure of which would be an unreasonable invasion of personal privacy must be discussed *in camera* except in those circumstances where disclosure is considered not to be an unreasonable invasion of privacy. (Section 17)

"Personal information" means recorded information about an identifiable individual, including the individual's name, home or business address or home or business telephone number, the individual's race, national or ethnic origin, colour or religious or political beliefs or associations, the individual's age, sex, marital status or family status, an identifying number, symbol or other particular assigned to the individual, the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics, information about the individual's health and health care history, including information about a physical or mental disability, information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and the individual's personal views or opinions, except if they are about someone else.

A disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if any of the conditions listed under section 17(2) of the FOIP Act are met; items of this nature can be discussed in open session.



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Examples:

The person has consented to it being discussed in open session;

The information relates to financial and other details of a contract to supply goods and services to the municipality;

The information is about a permit relating to real property, ie. a development permit, which was granted to an individual by the municipality and the disclosure is limited to the name of the party and the nature of the permit.

3. Information the disclosure of which would be harmful to individual or public safety may be discussed *in camera* if the disclosure of that information could reasonably be expected to threaten anyone else's safety or physical or mental health or interfere with public safety. (Section 18)

Examples:

Information relating to individuals fleeing from a violent spouse, a victim of sexual harassment or an employee who has been threatened in the course of a work dispute.

Information which could reasonably be expected to hamper or block the functioning of an organization or structure that ensures the safety and well-being of the public.

If the information cannot be reasonably expected to threaten anyone's safety, physical or mental health or interfere with public safety, it should be discussed in open session.

4. Information relating to confidential evaluations or opinions, such as employments references, may be discussed *in camera*. (Section 19)

The personal information must be contained in a confidential evaluation or opinion provided to the municipality, and compiled about an individual in order to assess his or her suitability for employment, the awarding of contracts or other benefits. This may involve information on his or her personal strengths or weaknesses, eligibility or qualifications.

Examples:

A verbatim transcript of a reference check of an employment candidate, supplied in confidence

A summary of a mix of telephone and written reference checks compiled by an official

5. Information, the disclosure of which may be harmful to law enforcement, may be discussed *in camera*. In order for the exception to apply, it is necessary to ensure that specific authority to investigate exists and that the investigation can lead to a penalty or sanction being imposed. Three types of investigations are included: police, security and administrative investigations. (Section 20)



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Examples:

Information about a police investigation, including a special constable, or by a person responsible for investigating offences under the Criminal Code or Traffic Safety Act.

Information about a security investigation relating to the security of the organization and its clients, staff, resources or the public.

Information about an administrative investigation to enforce compliance or remedy non-compliance with standards, duties and responsibilities defined under an Act, regulation or bylaw.

6. Information, the disclosure of which may be harmful to intergovernmental relations, may be discussed *in camera*. This exception has two parts; one deals with harm to relations and the other deals with information given in confidence. (Section 21)

(a) In order to apply the harm to intergovernmental relations exception, the municipality must demonstrate that the conduct of intergovernmental relations of the Government of Alberta, or other municipality, or Federal Gov't, and not just those of the municipality, would be harmed by disclosure.

Example:

Notes of a private discussion between municipal officials, officials of a 'twinned' municipality in a developing country, the province and the country concerned, where no agreement has been reached between the parties to make their discussions public.

(b) In order to apply the information exception, the information must have been supplied in circumstances that clearly place an obligation on the municipality to maintain confidentiality.

Example:

Negotiating strategies relating to a federal, provincial and municipal infrastructure program.

7. Local public body confidences may be discussed *in camera*. This includes information the disclosure of which could reasonably be expected to reveal a draft of a resolution, bylaw or other legal instrument by which the municipality acts. (Section 23)

Drafts of resolutions, bylaws or other legal or formal written documents which relate to the internal governance of the municipality or the regulation of the activities over which it has jurisdiction are covered by this exception, however, final versions of a bylaw, resolution or other legal instrument are not. Similarly, if a draft of a resolution, bylaw or other legal instrument has already been considered in a meeting open to the public, this exception cannot be applied.



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8. Advice from officials may be discussed *in camera*. This exception is intended to protect the deliberative process involving senior officials and heads of public bodies, and their staff, as well as among officials themselves. This exception also protects the deliberative process involving senior officials, heads of public bodies and the governing authorities of local public bodies. (Section 24)

A rule permitting public access to all records relating to policy formulation and decision-making processes in public bodies would impair the ability of those bodies to discharge their responsibilities in a manner consistent with the public interest. This exception is intended to provide a 'deliberative space' for those involved in providing advice, carrying on consultations and making recommendations, so that records may be written with candour and cover all options. This 'deliberative space' is especially important for those involved in the policy-making process. Senior officials and heads of local public bodies may accept or reject the advice and recommendations of those advising them.

Examples:

Information, including proposed plans, policies or projects, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision

The contents of a formal research or audit report

Plans relating to the management of personnel

9. Information, the disclosure of which could reasonably be expected to be harmful to the economic and other interests of a public body, may be discussed *in camera*. (Section 25)

This exception applies to information the disclosure of which could reasonably be expected to harm the economic interest of a public body or the Government of Alberta, or the ability of the government to manage the economy. It recognizes that a public body may hold significant amounts of financial and economic information that is critical to the financial management of the public sector and the provincial economy.

Examples:

Trade secrets, such as software developed by a public body or special testing equipment which has been kept secret or confidential.

A proprietary interest in geographical information systems mapping data or statistical data.

Financial forecasts, investment strategies, budgets and profit and loss statements.

The exception does **not** cover the results of product or environmental testing carried out by or for a public body.



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10. Information relating to testing procedures, tests and audits may be discussed *in camera*. This exception provides protection for the procedures and techniques involved in testing and auditing as well as details relating to specific tests to be given or audits to be conducted where disclosure would invalidate the results. (Section 26)

Examples:

Environmental testing, staffing examinations, personnel audits, financial audits and program audits.

11. Information that is subject to a legal privilege, or relates to the provision of legal services or the provision of advice or other services by a lawyer may be discussed *in camera*. (Section 27)

Examples:

A letter, fax, e-mail or other correspondence from the municipality's lawyers, including any record attached to correspondence from a lawyer.

A note documenting legal advice given by a lawyer or a statement of account from a lawyer detailing the services provided.

Information relating to an existing or contemplated lawsuit.

12. Information, the disclosure of which may be expected to result in damage to or interfere with the conservation of any historic resource or any rare, endangered, threatened or vulnerable form of life, may be discussed *in camera*. (Section 28)

Examples:

Information regarding designated municipal historic resources.

Information regarding any species of flora or fauna that is of concern because it is naturally scarce or likely to become threatened as a result of disclosure of specific information about it.

13. Information that is or will be available to the public may be discussed *in camera*. This exception covers information that is available for purchase by the public or that is to be published or released to the public within 60 days, but does not cover information that is already available to the public. (Section 29)



GUIDELINE TO MATTERS WHICH CAN BE DISCUSSED IN CAMERA MEETINGS UNDER FOIP ACT		
SEC. #	DESCRIPTION OF INFORMATION:	EXAMPLES:
16	Trade secrets of a third party	Monetary resources, investment strategies, market research, manuals containing scientific, technical information.
17	Harmful to personal privacy	Recorded information about an identifiable individual – name, address, phone number, race, health, education. See s. 17(2) for exceptions.
18	Harmful to individual or public safety	Information relating to individuals threatened with violence, abuse or harassment, interfere with public safety.
19	Confidential evaluations	Reference checks.
20	Harmful to law enforcement	Police, security and administrative investigations.
21	Harmful to intergovernmental relations	Private discussions between municipal officials and officials of another municipal, provincial or federal government.
23	Local public body confidences	Drafts of resolutions or bylaws, legal or formal written documents.
24	Advice from officials	Proposed plans, policies, projects, budgetary decisions, research or audit reports, personnel management plans.
25	Economic interests of the municipality	Trade secrets, in-house developed software, proprietary interest in GIS mapping or statistical data, financial forecasts, investment strategies.
26	Testing procedures, tests and audits	Environmental testing, staffing exams, personnel, financial or program audits.
27	Legal privilege	Correspondence from municipality's lawyers, legal opinions
28	Historic sites or vulnerable life forms	Municipal historic resources, rare flora or fauna likely to be threatened by disclosure of information about it.
29	Information available or to be available to the public	Information that is available for purchase or that will be published within 60 days.



BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO AMEND THE COUNCIL PROCEDURAL BYLAW 1289.23

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, RSA 2000, c M-26 and amendments thereto, for the purpose of amending the Council Procedural Bylaw 1289.23.

WHEREAS, pursuant to Section 145 of the *Municipal Government Act*, RSA 2000, c M-26, and amendments thereto, permits Council to pass bylaws to establish procedures for Council Committees, and other bodies established by Council;

AND WHEREAS, it is the desire of the Council to amend the Council Procedural Bylaw 1289.23.

NOW THEREFORE, the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “**Council Procedural Amendment Bylaw**”.

PART 2 – AMENDMENTS

- 2.1 That the definition of “**Inaugural Meeting**” Section 2.1 u) be deleted in its entirety and any reference thereto within the Bylaw.
- 2.2 That the definition of “**Member**” Section 2.1 aa) be amended to remove “or a member of a Committee duly appointed by Council”.
- 2.3 That the definition of “**Organizational Meeting**” Section 2.1 ff) be deleted in its entirety and replaced with:
- ff) “**Organizational Meeting**” shall mean an annual meeting of Council held no later than 14 days after the 3rd Monday in October.
- 2.4 That Section 3.1 a) be removed and reordered accordingly as follows:
- a) Organizational Meetings;
 - b) Regular Council Meetings
 - c) Special Council Meetings; and
 - d) Council Committee Meetings, except:
 - i. when Council has granted permission to a Committee to establish its own procedures.
- 2.5 That Part 7 be deleted in its entirety and replaced as follows:

PART 7 - ORGANIZATIONAL MEETING

- 7.1 The Organizational Meeting immediately following a General Municipal Election shall be held no later than 14 days after the 3rd Monday in October.
- 7.2 The first Organizational Meeting following a General Municipal Election the Mayor and each Council Member shall take the prescribed oath of office as the first order of business as prescribed by the *Oaths of Office Act*.
- 7.3 The Organizational Meeting business shall be limited to:
- a) The administration of the oath of office and introduction of new Members of Council, should the Organizational Meeting follow a General Municipal Election.
 - b) Roster of Deputy Mayors for the Council term;
 - c) Establishment of Regular Council and Standing Committee of Council Meeting dates from October to October;
 - d) The appointment of Council Members to Council Committees and other external bodies that have Council Membership, and

- e) any other business required by the Act or which Council or the CAO may direct.
- 7.4 Appointments of Council Members to Committees shall be for a term of one (1) year unless otherwise specified.
- 7.5 Councillors shall each serve an eight (8) month rotation as Deputy Mayor, rotating in the manner as agreed upon by Council.
- 2.6 That the order of business under Section 10.2 be deleted and replaced as follows:
- a) Welcome and Call to Order
 - b) Land Acknowledgement
 - c) Adoption of Agendas
 - d) Public Hearing
 - e) Delegation
 - f) Business
 - g) Notices of Motion
 - h) Confidential
 - i) Adjournment
- 2.7 That Sections 10.12 and 10.13 be reversed in order to conform with the order of business as follows:
- 10.12 Public Hearings shall be conducted in accordance with Part 14
- 10.13 Delegations shall be registered in accordance with Section 15.1.
- 2.8 That Part 14 and Part 15 be reversed in order to conform with the order of business as follows:

PART 14 – PUBLIC HEARINGS

- 14.1 Council shall hold Public Hearings in accordance with the Act.
- 14.2 Public Hearings, when required by the Act or requested by Council, will be held prior to the second reading of a Bylaw.
- 14.3 Council may direct Administration through a Resolution of Council to hold a non-statutory Public Hearing.
- 14.4 Public Hearings shall be conducted in accordance with the procedures set out in *Appendix C*.
- 14.5 All written submissions from the public must be received by the deadline advertised to a Public Hearing for inclusion in the Council Agenda. Any written submissions from the public that are received after this date must be provided to the CAO or designate who will advise Council that a late submission has been received during the Public Hearing and include the submission in the Public Hearing record.

PART 15 – DELEGATIONS

- 15.1 If a Delegation wishes to make a presentation to Council the Delegation must submit a written request in the form of a Delegation Application to the Legislative Coordinator no later than noon (12:00 p.m.) on the Wednesday prior to a Regular Council Meeting. The Delegation Application is provided as *Appendix B*.
- 15.2 Delegations are limited to fifteen (15) minutes at a Regular Council Meeting unless, at Council's discretion, a longer time is required.
- 15.3 Delegations shall not address Council on the same subject matter more than once every six (6) months unless prior approval is granted by Council unanimously agreeing to the Delegation.
- 15.4 All written presentations will become a matter of public record unless the Delegation informs the office of the CAO or it is deemed confidential in accordance with the FOIP Act.

2.8 That Appendix A – Table of Contents be amended as follows:

- 2.8.1 remove “Inaugural” from Part 7, and
- 2.8.2 Parts 14 and 15 are reversed in order.

2.10 That Appendix C – Introduction and Procedures Section 7 be amended to remove “and will accept a motion to Adjourn this Public Hearing” “Motion to Adjourn./Carried Unanimously”.

PART 3 - DATE OF FORCE

3.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO KIM ISAAK