Regular Council Meeting
Council Chambers
January 6, 2020
6:00 p.m.

1. Call to Order
Moment of Reflection

2. Public Hearing - *None*

3. Agenda – Amendments and Adoption
3.1 January 6, 2020 Regular Council Meeting

4. Adoption of Previous Minutes
4.1 December 16, 2019 Regular Council Meeting Pg. 1

5. Delegation - *None*

6. Bylaws/Policies
6.1 Bylaw 2019-23 Establishment of Committees of Council Pg. 6
6.2 Bylaw 2020-01 Rescinding Outdated Bylaws Pg. 22

7. Old Business - *None*

8. New Business- *None*

9. Administration - *None*

10. Municipal Area Partnership (MAP) – January 30, 2020

11. Council Committee Reports - *None*

12. Council Invitations / Correspondence
12.1 Parkland Regional Library Board Talk Newsletter & Minutes Pg. 25

13. Closed Meeting
13.1 Advice from – Section 24 of the FOIP Act
13.2 Local Public Body Confidences – Section 23 of the FOIP Act
13.3 Advice from Officials – Section 24 of the FOIP Act

14. Return to Open Meeting

15. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the Freedom of Information and Protection of Privacy Act. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551 ext. 114.

Regular Council Meeting
Minutes
December 16, 2019

The regular meeting of Council of the Municipality of Sundre was held in Council Chambers in the Municipal Office on Monday, December 16, 2019 commencing at 6:00 p.m.

IN ATTENDANCE
Mayor Terry Leslie
Councillor Cheri Funke
Councillor Charlene Preston
Councillor Todd Dalke
Councillor Richard Warnock
Councillor Rob Wolfe
Councillor Paul Isaac

STAFF
Chief Administrative Officer, L. Nelson
Director of Planning and Economic Development, M. Marko
Director of Corporate Services, C. Albert
Manager of Operations, J. Hall
Manager of Community Services, S. Nelson
Development Officer/Special Projects Coordinator, Ba. Fountain
Legislative Assistant, L. Smith

PUBLIC There were 6 members of the public including delegation and press.

CALL TO ORDER The meeting was called to order at 6:00 p.m., with a moment of reflection on the business of the evening.

PUBLIC HEARING- *None*

AGENDA – AMENDMENTS AND ADOPTION

Res. 407-16-12-19 MOVED by Councillor Wolfe that the Agenda be approved as presented with the following changes:

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

Res. 408-16-12-19 MOVED by Councillor Preston that the Minutes of the Regular Meeting of Council held on December 2, 2019, be approved as presented.

CARRIED

DELEGATION

Sundre Minor Hockey

Res. 409-16-12-19 MOVED by Councillor Isaac that the Town of Sundre Council thank the members of Sundre Minor Hockey for attending the Council meeting and accept their presentation on the 2020 Bantam Provincial Championship as information.

CARRIED

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Initials

BYLAWS

Bylaw 2019-21 – 2020 Fee Bylaw

Res. 410-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council give first reading to Bylaw 2019-21 Fees & Rates Bylaw, being a bylaw to set fees and charges for municipal services for the Town of Sundre for 2020.

CARRIED

Res. 411-16-12-19 MOVED by Councillor Wolfe that the Town of Sundre Council give second reading to Bylaw 2019-21 Fees & Rates Bylaw, being a bylaw to set fees and charges for municipal services for the Town of Sundre for 2020.

CARRIED

Res. 412-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2019-21 Fees & Rates Bylaw, being a bylaw to set fees and charges for municipal services for the Town of Sundre for 2020.

CARRIED

Res. 413-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council give third and final reading to Bylaw 2019-21 Fees & Rates Bylaw, being a bylaw to set fees and charges for municipal services for the Town of Sundre for 2020.

CARRIED

Bylaw 2019-22 Municipal Election

Res. 414-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council give first reading to Bylaw 2019-22 being a bylaw to establish certain election procedures.

CARRIED

Res. 415-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council give second reading to Bylaw 2019-22 being a bylaw to establish certain election procedures.

CARRIED

Res. 416-16-12-19 MOVED by Councillor Preston that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2019-22 being a bylaw to establish certain election procedures.

CARRIED

Res. 417-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council give third and final reading to Bylaw 2019-22 being a bylaw to establish certain election procedures.

CARRIED

Bylaw 2019-17 (1st Reading) Land Use Bylaw Amendment

Res. 418-16-12-19 MOVED by Councillor Wolfe that the Town of Sundre Council give first reading to Bylaw 2019-17 being a bylaw to amend the Land Use Bylaw and set Monday, January 20, 2020 at 6:00 PM for a Public Hearing to Bylaw 2019-17 Land Use Bylaw Amendment.

CARRIED

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Initials

Bylaw 2019-19 Establish the Boards and Committees of Council

Res. 419-16-12-19 MOVED by Councillor Preston that the Town of Sundre Council give first reading to Bylaw 2019-23 "Boards and Committees Bylaw", being a bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.

CARRIED

Res. 420-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council give second reading to Bylaw 2019-19 "Boards and Committees Bylaw", being a bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.

Funke Opposed
CARRIED

Res. 421-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2019-19 "Boards and Committees Bylaw", being a bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.

Funke Opposed

DEFEATED

OLD BUSINESS - *None*

NEW BUSINESS

4 Year Operataing and 10 Year Capital Plan Budget (2020 Version)

Res. 422-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council re-affirms the adoption of the 2019-2022 Four-Year Operting Budget and 2020-2029 Ten-Year Capital Plan as amended, with total expenditures of $8,834,964, $9,210,968, $9,590,098 and total operational revenues of $5,155,621, $5,214,336, $5,272,862 in 2020, 2021 and 2022 respectively. With the remaining $3,679,343, $3,996,632 and $4,317,236 in 2020, 2021, and 2022 respectively to be funded through taxation, Fortis Alberta Franchise Fee, MSI Operating Grant and Restricted Surplus Accounts were identified.

Funke Opposed
Preston Opposed
Wolfe Opposed

CARRIED

ADMINISTRATION

Department Reports for November 2019

Res. 423-16-12-19 MOVED by Councillor Wolfe that the Town of Sundre Council accept the Department Reports for November 2019, as information.

CARRIED

MUNICIPAL AREA PARTNERSHIP- *None*

Council took a recess at 7:02 p.m. and reconvened at 7:08 p.m.

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Initials

COUNCIL REPORTS

Council Committee Reports

Res. 424-16-12-19 MOVED by Councillor Funke that the Town of Sundre Council accept the Council Committee Report from Councillor Richard Warnock for October and November 2019, as information.

CARRIED

Res. 425-16-12-19 MOVED by Councillor Wolfe that the Town of Sundre Council accept the Council Committee Report from Councillor Cheri Funke for November 2019, as information.

CARRIED

COUNCIL INVITATIONS/CORRESPONDENCE

2019 Audit Plan & Engagement Letter

Res. 426-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council accept the correspondence on the 2019 Audit Plan and Engagement Letter from Price Waterhouse Cooper LLP , as information.

CARRIED

Snow Clearning Brochure and Map

Res. 427-16-12-19 MOVED by Councillor Isaac that the Town of Sunde Council accept the Snow Clearing Map and Information Brochure, as information.

CARRIED

Minister of Municipal Affairs, Kaycee Madu – MSI Funding Allocaitons

Res. 428-16-12-19 MOVED by Councillor Isaac that the Town of Sundre accept the correspondence from Alberta Municipal Affairs Minister Kaycee Madu regarding MSI Funding allocations for 2020 and 2021.

CARRIED

CLOSED MEETING – Notice to Public

Mayor Leslie excused all public members at 7:22 p.m., and advised that they are welcome to wait in the lobby to rejoin the council meeting after the closed meeting session concludes.

The following were in attendance for the closed meeting session:
Staff: Linda Nelson, CAO
Public: None

CLOSED MEETING

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Initials

Topic of Closed Meeting

Res. 429-16-12-19 MOVED by Councillor Dalke that Council go into closed meeting at 7:23 p.m.

CARRIED

Advice from Officials Section 24(1) of the *FOIP Act*
Confidential Evaluations Section 19(1) of the *FOIP Act*
Confidential Evaluations Section 19(2) of the *FOIP Act*

CAO Linda Nelson left the meeting at 8:45 p.m.

RETURN TO OPEN MEETING

Res. 430-16-12-19 MOVED by Councillor Wolfe that Council return to open meeting at 9:11 p.m.

CARRIED

Res. 431-16-12-19 MOVED by Councillor Dalke that the Town of Sundre Council approve the CAO Review.

CARRIED

Res. 432-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council approve the CAO Goals for 2020.

CARRIED

Res. 433-16-12-19 MOVED by Councillor Funke that the Town of Sundre Council approve the CAO placement on Step 4 of the salary grid with COLA increase for 2020.

Leslie Opposed

CARRIED

Res. 434-16-12-19 MOVED by Councillor Warnock that the Town of Sundre Council in the first quarter of 2020 direct the CAO to engage a consultatnt to review the CAO, Staff and Council Remumnerations.

CARRIED

ADJOURNMENT

Res. 435-16-12-19 MOVED by Councillor Isaac being that the agenda matters have been concluded the meeting adjourned at 9:14 p.m.

CARRIED

These Minutes approved this 6th , day of January, 2020

Mayor, Terry Leslie

CAO, Linda Nelson

Initials

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**January 6, 2020**
SUBJECT	**Bylaw 2019-23 Establishment of Committees of Council**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**6.1**

BACKGROUND/PROPOSAL:

Bylaw 2019-23 is a Bylaw to Establish the Boards and Committees of Council.

The Bylaw states: *"the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates."*

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council establishes Committees as set out in Terms of Reference which are attached to and forming part of this Bylaw.

Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

The Emergency Management Advisory Committee will form Schedule "E" as part of Bylaw 2019-23.

At the December 16, 2019 Regular Council Meeting, Council gave first and second reading to Bylaw 2019-23 and now a third and final reading is required.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council give third and final reading to Bylaw 2019-23.

MOTION:

That the Town of Sundre Council give third and final reading to Bylaw 2019-23 "Boards and Committees Bylaw", being a Bylaw to establish Committees of Council by adding Schedule "E" Terms of Reference for the Emergency Management Advisory Committee.

Date Reviewed January 3, 2020	CAO: Amila Mohm

TOWN OF SUNDRE
BYLAW NO. 2019-23

A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO ESTABLISH THE BOARDS AND COMMITTEES OF COUNCIL

WHEREAS*,** pursuant to the *Municipal Government Act,** Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time, provides that a Council may by Bylaw establish standing or special Committees of Council and delegate to such Committees certain duties and powers imposed and conferred upon a Council by the said *Municipal Government Act*;

AND WHEREAS, the Council of the Town of Sundre considers it expedient to establish Council Committees to support and facilitate the achievement of the Town of Sundre's Strategic Plan, Vision and Goals, and to advise Council on matters relevant to the Committee mandates.

NOW THEREFORE THE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, AND PURSUANT TO THE AUTHORITY CONFERRED UPON IT BY THE *MUNICIPAL GOVERNMENT ACT*, R.S.A. 2000, C. M-26, AS AMENDED, ENACTS AS FOLLOWS:

1. NAME OF BYLAW

This Bylaw may be cited as "Boards and Committees Bylaw."

2. PURPOSE OF BYLAW

This Bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in this Bylaw. Any such variance must be set out in the Committee Terms of Reference.

3. DEFINITIONS

3.1 In this Bylaw, unless the context otherwise requires:

3.1.1 "Administrative Representative" refers to the administration resource person appointed to a Committee by the Chief Administrative Officer;

3.1.2 "Chief Administrative Officer" means the Chief Administrative Officer (CAO) for the Town of Sundre;

3.1.3 "Committee" means a Committee established by Council pursuant to this Bylaw, which Committee may consist entirely of Councillors, a combination of Councillors and Members at Large, or entirely of Members at Large;

3.1.4 "Council" means the Council of the Town of Sundre;

3.1.5 "Councillor" means a Councillor of the Town of Sundre;

3.1.6 "Town" means the Town of Sundre

3.1.7 "Ex-officio" means membership by virtue of one's office.

3.1.8 "Member at Large" means a member of the public appointed by Council to a Committee pursuant to the Bylaw;

3.1.9 "Mayor" means the Chief Elected Official of the Town of Sundre;

3.1.10 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this Bylaw;

3.1.11 "Voting Member" means those members identified as voting members in a Terms of Reference.

3. ESTABLISHMENT

4.1 Council does hereby establish those Committees as set out in Terms of Reference attached to and forming part of this Bylaw.

4.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.

5. POWERS/AUTHORITY OF COMMITTEES

5.1 A Committee shall have the authority to form ad hoc committees and task forces from among its members, to assist it in carrying out its objectives and responsibilities under this Bylaw.

5.2 Ad hoc committees and task forces established by a Committee shall report to the Committee in a manner determined by the Committee.

5.3 A Committee shall not have the power to pledge the credit of the Town, to pass Bylaws, or to enter into any contractual agreements.

5.4 The Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:

5.5.1 receipt of requests or suggestions from Council,

5.5.2 requests or enquiries from the public through the CAO, and

5.5.3 initiated by the Committee.

5.5 The Committee shall prepare letters, recommendations, resolutions, discussion papers and other documents, as appropriate, to Council.

6. REPORTING TO COUNCIL

6.1 Councillors appointed to a Committee by Council shall be responsible to keep Council informed on Committee activities.

6.2 A Councillor appointed to the Committee shall provide a report to Council at a regular Council meeting on a regular basis.

7. PUBLIC PARTICIPATION

Community organizations and individuals that wish to appear before, or communicate directly with Council on any matter referred to within the Terms of Reference of a Committee shall be encouraged to make representations to that Committee.

8. MEMBERSHIP

8.1 A council committee may consist entirely of Councillors, of a combination of Councillors and other persons, or subject to the Municipal Government Act s. 154(2), entirely of persons who are not Councillors.

8.2 All members of a Committee shall be resident in the Town of Sundre, unless otherwise provided in the Terms of Reference for that Committee.

8.3 Councillors shall be appointed by Council at the organizational meeting.

8.4 Members at Large shall be appointed by Council to a Committee effective as of January 1st in each year or as otherwise designated by Council.

8.5 The Mayor is an Ex-officio member of those Committees that do not name the position of Mayor in their Terms of Reference.

8.6 Council may, for any reason it considers sufficient, remove a Member at Large of a Committee by resolution.

8.7 All Members at Large shall remain in office until their respective successors are appointed.

8.8 Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office, unless there is a resolution of the Committee accepting a valid reason for his or her absence.

8.9 Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specific defined purpose.

8.10 The Committee Members shall adhere to the Procedures Bylaw established by Council in accordance with the Municipal Government Act s. 145(b).

8.11 The Committee Members shall adhere to the Council Code Conduct Bylaw established by Council in accordance with the Municipal Government Act s. 146.

9. TERM

9.1 Members at Large shall be appointed for a two (2) year Term, unless otherwise provided in the Committee Terms of Reference.

9.1.1 To ensure continuity of membership in newly established Committees, Council shall, at the date of appointment, determine which of the Members at Large will hold office for one (1) year from the date of appointment and which of the Members at Large will hold office for two (2) years from the date of appointment.

9.1.2 In each succeeding year, Council shall appoint for a two (2) year Term enough members to fill the vacancies created by the expiration of the Terms of the Members at Large in that year.

9.2 Members at Large whose Terms are expiring may be re-appointed.

9.3 Councillors appointed to a Committee shall be appointed for a one (1) year Term to ensure each Councillor is given opportunity to sit on a committee of their choice during the four (4) year term of office, however, Council may, in its discretion, and if there is no interest from another member of Council, appoint a Councillor for an additional consecutive one (1) year Term.

10. CHAIRMAN AND VICE-CHAIRMAN

10.1 At its first meeting each year, a Committee shall elect a Chairman and Vice-Chairman from among its Voting Members.

10.2 The Chairman shall hold office for a Term of one (1) year from the date of appointment.

10.3 The Chairman shall preside over all the meetings for the Committee.

10.4 In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties and responsibilities that the Chairman would be entitled to exercise if present.

11. ADMINISTRATIVE REPRESENTATIVE

11.1 The Chief Administrative Officer shall appoint an Administrative Representative to each Committee.

11.2. The chief administrative officer shall ensure that

11.2.1 minutes of each committee meeting are recorded in the English language without note or comment,

11.2.2 include the names of the members present at the committee meeting,

11.2.3 are given to the committee for adoption at a subsequent committee meeting,

11.2.4 all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe, and

11.2.5 The Administrative Representative shall assist the Chairman in ensuring that Committee activities are consistent with, and that agenda items fall within, the Committee's Terms of Reference.

11.3 The Administrative Representative shall not be a member of a Committee and may not vote on any matter.

11.4 The Chief Administrative Officer, or his/her designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

12. MEETINGS

12.1 A Committee shall give at least 24 hours notice of a Committee Meeting or a change in the location or time of a Committee Meeting.

12.1.1 to the members of the Committee, and

12.1.2 to the public.

12.2 Notice to the public shall be deemed to have been properly given if posted for public viewing on the Town of Sundre website.

12.3 A majority of the Voting Members shall constitute a quorum at a Committee meeting.

12.4 Notwithstanding s. 12.3, a Committee may act in the absence of a quorum provided all members have received notice as provided in subsections 12.1 and 12.2.

12.5 All Voting Members of a Committee, including the Chairman, shall be required to vote on any motion before the Committee and, in the event of a tie, the motion

shall be lost.

13. TERMS OF REFERENCE

13.1 The Terms of Reference shall set out as a minimum:

13.1.1 A statement of purpose

13.1.2 Composition of Committee

13.1.3 Duties and Power of the Committee

3.1.4 Roles and Responsibilities

13.1.5 Term

13.1.6 Frequency of Meetings

14. GENERAL

14.1 Committee members shall abide by the Procedural Bylaw enacted by Council.

14.2 Committee members shall abide by the Council Code of Conduct Bylaw enacted by Council.

14.3 The proceedings and deliberations of a Committee must be conducted in public except where the information is protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act.*

15. EFFECTIVE DATE

15.1 All Schedules attached are part of and form part of this Bylaw.

15.2 This Bylaw shall come into full force and effect upon the date of the Third and Final Reading.

16. REPEAL

16.2 Bylaw 2019-19 and amendments thereto are hereby repealed.

Read for a first time on this 16th day of December 2019;

Read for the second time on this 16th day of December 2019;

Read for Unanimous Consent on this 16th day of December 2019;

Read for the third time on this 16th day of December 2019;

Mayor Terry Leslie

Chief Administrative Officer, Linda Nelson

Schedule "A"

TERMS OF REFERENCE

COUNCIL POLICY AND BYLAW REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, develop and review Town of Sundre Policies and Bylaws, and provide feedback to the Administration and Council of the Town of Sundre.

II. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- Review Policies and Bylaws of the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, authority and responsibility are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the need for development of new Policies and Bylaws, or the revision of existing Policies and Bylaws.
- With the guidance of Administration, develop new Policies and Bylaws to address emerging needs or existing gaps in policy.

IV. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review draft Bylaws and Policies, prepared by the CAO, and recommend amendments/additions for decision of Council as a whole.
- The CAO shall research, draft and present Bylaws and Policies to the Committee for review.
- The CAO shall present the Bylaws and Policies to Council for decision.

V. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

VI. FREQUENCY OF MEETINGS

The frequency of meetings shall be at the call of the Chair, or as requested by the CAO through the Chair.

Schedule "B"

TERMS OF REFERENCE

COUNCIL GRANT REVIEW COMMITTEE

I. STATEMENT OF PURPOSE

To consider, review all applications/requests for funding and provide recommendations to Council of the Town of Sundre, based on available funds.

VII. COMPOSITION OF COMMITTEE

- 3 Councillors
- Town of Sundre Chief Administrative Officer and/or designate
- Recording Secretary (Non-Member)

VIII. DUTIES AND POWERS

- Review applications/requests for funding submitted to the Town of Sundre to ensure that best evidence, as well as the context, philosophy and values of the Town of Sundre are accurately reflected.
- To ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Obtain feedback from Town of Sundre Administration and Staff through the CAO related to the compliance with grant application criteria as a part of the review process.
- Debate and establish grant levels for all applications.

IX. ROLES AND RESPONSIBILITIES

- The Committee shall be responsible to review applications/requests for funding, as presented by staff, and recommend approvals for decision of Council as a whole.
- Staff shall review, prepare and present recommendations, (based on Council's strategic goals and priorities), on applications/requests for funding to the Committee. Staff shall direct applicants to the correct forms/processes to apply for funding.
- The CAO or their designate shall present the recommendations of the Committee to Council for decision.

X. TERM

The Committee appointment shall be for one (1) year, renewable by Motion of Council at the Organizational Meeting. The Chair shall be appointed by the Committee, for a term of one (1) year.

XI. FREQUENCY OF MEETINGS

The committee shall meet as required to facilitate the timely review and recommendations on applications.

XII. CONFLICT OF INTEREST

Committee members must declare any conflicts of interest and absent themselves from any funding decisions in which they have a real or perceived conflict.

Schedule "C"

TERMS FOR REFERENCE

COUNCIL VISION FOR SUNDRE COMMITTEE

I. STATEMENT OF PURPOSE

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the Town through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

II. COMPOSITION OF COMMITTEE

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- The Committee will ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
    a. Receipt of requests or suggestions from Council
    b. Requests or enquiries from the public through the CAO, and
    c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

IV. ROLES AND RESPONSIBLITIES

<u>The Committee shall:</u>

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

<u>The CAO shall:</u>

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

<u>The Council shall:</u>

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

Schedule C Terms of Reference Vision for Sundre Committee continued

V. TERM

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.

Schedule "D"

TERMS OF REFERENCE

SUNDRE TOURISM ASSOCIATION COMMITTEE (AD-HOC)

I. STATEMENT OF PURPOSE

The Sundre Tourism Association Committee is an Ad-Hock Committee of Council that that will focus on the creation of a Tourism Association.

II. COMPOSITION OF COMMITTEE

- 1 Council member (cannot be chair or vice-chair);
- 4 representatives from stakeholders such as service providers/agencies or organization who have expertise and experience in tourism industry and economic development;
- Chief Administrative Officer, and/or designate
- 1 Town of Sundre staff acting as Recording Secretary (non-voting).

III. DUTIES AND POWERS

The committee will provide recommendations to Council as per the membership role they are appointed to.

The Tourism Committee has no delegation decision making power from Council.

The establishment of a Tourism Committee provides a forum for the development and creation of a Town of Sundre Tourism Association.

The committee will disband upon creation and implementation of the Sundre Tourism Association.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Participate in all steps required to form an association including:
  - Draft the Association Bylaws;
  - Submit Forms; and associated documents to support applications to form a Tourism Association.
  - Take on the role of the Executive until the first AGM.

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint staff members.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

Schedule D Terms of Reference Sundre Tourism Association Committee (Ad-Hoc) continued

V. TERM

The Committee shall disband on the date the Association is officially formed.

VI. FREQUENCY OF MEETINGS

The committee shall meet at least once monthly or as required by the committee.

Schedule "E"

TERMS OF REFERENCE

EMERGENCY MANAGGMEENT ADVISORY COMMITTEE

I. STATEMENT OF PURPOSE

To establish a Municipal Emergency Management Advisory Committee to advise Council on the development of emergency plans and programs, and to provide guidance and direction to the Sundre Emergency Management Agency.

II. COMPOSITION OF COMMITTEE

- All members of Sundre Council
- Town of Sundre Chief Administrative Officer (Non-Voting)

III. QUORUM

Those members of the Committee who attend any meeting of the Committee constitute a quorum for that meeting.

IV. ROLES AND RESPONSIBLITIES

The CAO shall:

- The primary role of the CAO is liaison between the Emergency Management Committee and the Emergency Management Agency, or any other duties the Director of Emergency Management deems appropriate during an emergency.
- Fulfill the CAO duties under Section 208 of the Municipal Government Act for Council Committees.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- At all times be responsible for the direction and control of the local authority's emergency response unless the Government assumes direction and control under Section 18 of the Emergency Management Act.
- Appoint all Councillors to serve on the Municipal Emergency Advisory Committee.
- Approve the Emergency Plans and Programs subject to the Local Authority Emergency Management Regulation.
- Complete the Municipal Elected Officials online course within 90 days of being elected.

V. MEETING PROCEDURES

The Mayor is the chair of the Committee and will preside at all meetings. When the Mayor is unable, through illness, absence or other cause, to perform the chair's duties, the first member of Council described in the following list who is present and able to act, shall be the chair of the Committee:

(i) the Councillor holding the position of Deputy Mayor at the time of the meeting;

(ii) the Councillor holding the position of Acting Mayor at the time of the meeting;

(iii) the next available Councillor in priority according to the Deputy Mayor roster as established at the last organizational meeting.

The Committee shall follow the General Provisions under section 14 of this Bylaw.

VI. DUTIES AND POWERS

The Committee shall:

- Provide guidance and direction to the Agency.

During an Emergency or Disaster, the Committee shall:

- Receive updates regarding the Emergency or Disaster from the Agency;
- In accordance with the Act, declare, renew or terminate a State of Local Emergency by resolution when appropriate.
- Perform any additional powers or duties as described in the Act, as assigned to it by Council.
- Exercise any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration; and
- Authorize any persons at any time to exercise, in the operation of the Emergency Management Plan, any power given to the Minister under section 19(1) of the Act in relation to the part of the Town affected by the declaration.

The Council May

- During or within 60 days after the state of local emergency, by bylaw that is not advertised but is approved by the minister responsible for the Municipal Government Act, borrow any money necessary to pay expenses caused by the emergency including payment for services provided by the Government of Alberta or by the Government of Canada when the services were provided at the request of the local authority.
- Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.

VII. DECLARATION OF A STATE OF LOCAL EMERGENCY

lf the Mayor is available, then the Mayor acting alone constitutes a quorum of the Emergency Advisory Committee for the purpose of making a decision to declare, renew or cancel a State of Local Emergency or expand or reduce the part of the municipality to which a State of Local Emergency applies.

lf the Mayor is unavailable or incapacitated then the Deputy Mayor acting alone may exercise this authority and if the Deputy Mayor is unavailable or incapacitated then any

member of the Committee acting alone may exercise this authority.

A declaration, renewal or cancellation of a State of Local Emergency shall be made in accordance with the Act, and specifically:

a) The declaration, renewal or termination must be made by resolution at a meeting for which notice under the Municipal Government Act is not required;

b) All members of Council shall be notified of the declaration, renewal or termination as soon as practicable;

c) The declaration must identify the nature of the Emergency and the area of the Town in which it exists;

d) the details of the declaration shall be published immediately by such means of communication considered most likely to make known to the majority of the population of the area affected the contents of the declaration; and

e) The Alberta Emergency Management Agency will be notified, and the declaration shall be forwarded to the Minister forthwith.

VIII. Termination of State of Local Emergency

A declaration of a State of Local Emergency is considered terminated and ceases to be of any force or effect when:

a) A resolution to terminate the declaration of a State of Local Emergency is passed under the provisions of this Bylaw;

b) A period of seven days has lapsed since it was declared, unless it is renewed by resolution;

c) The Lieutenant Governor in Council makes an order for the declaration of a state of emergency under the Act, relating to the same area; or

d) The Minister cancels the State of Local Emergency.

When a declaration of a State of Local Emergency has been terminated, the details of the termination shall be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

Schedule E Terms of Reference Emergency Management Advisory Committee continued

IX. Councillor Training

Councillors shall complete any courses prescribed by the Alberta Emergency Management Agency in accordance with the Act.

X. FREQUENCY OF MEETINGS

- The Committee shall meet at least once annually.
- The Committee may meet from time to time at the request of the Mayor, or the CAO as requested by the Director, whether or not an emergency or disaster exists, if required.

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**January 6, 2020**
SUBJECT	**Bylaw 2020-01 – Rescinding outdated Bylaws**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**6.2**

BACKGROUND/PROPOSAL:

Administration is bringing forward six bylaws to be rescinded as they have already been replaced by a current bylaw, or the bylaw is outdated and no longer required.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Attached is Schedule "A" of the Bylaw listing the bylaws to be rescinded.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Priority 1. Sustainable Governance

Goal 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council give all three readings to Bylaw 2020-01 which will rescind Bylaws 1, 240, 334, 342, 513 and 2018-02.

MOTION:

That the Town of Sundre Council give first reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.

That the Town of Sundre Council give second reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.

That the Town of Sundre Council give unanimous consent to proceed to a third reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.

That the Town of Sundre Council give third and final reading to Bylaw 2020-01, a bylaw to rescind outdated and extraneous bylaws.

Date Reviewed: January 3,2020	CAO: Lonida Nelson

TOWN OF SUNDRE
BYLAW NO. 2020-01

BEING A BYLAW OF THE TOWN OF SUNDRE TO RESCINDED ALL OUTDATED AND EXTRANEOUS BYLAWS

WHEREAS, under the provisions of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, Council has been granted the authority to pass bylaws for municipal purposes;

WHEREAS, Section 191 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto, states that any amendment or repeal of a bylaw must be made in the same way as the original bylaw; and

WHEREAS Council deems it expedient for administrative purposes to remove bylaws which should no longer be in effect but which were not officially RESCINDEDed by subsequent bylaws dealing with the same item, or are no longer relevant;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows: Bylaw 2020-01 cited as the "Bylaw Rescindeding all Outdated and Extraneous Bylaws"

1. The following bylaws will be officially RESCINDEDed on the date of final passing of this bylaw:

   1, 240, 334, 342, 613 and 2018.02.

Read for a first time on this 6th day of January 2020

Read for the second time on this 6th day of January 2020

Read for Unanimous Consent on this 6th day of January 2020

Read for the third time on this 6th day of January 2020

_____
Mayor, Terry Leslie

_____
Chief Administrative Officer, Linda Nelson

SCHEDULE A

Bylaw	Original Date	Citied As	Description	Status
1	Feb. 1950	Building Bylaw	For the purpose of regulating the moving, erection, or the structural alteration of buildings within the Village.	Resscind (Regulated by Safety Codes)
240	June 8, 1970	Restricting Moving of Buildings	To control the moving of buildings in and out within the condies of the Town and providing permits	Rescind Regulated by Safety Codes)
334	Oct. 12, 1976	Building Permit Bylaw	To provide for the issuance of building permits	Rescind Regulated by Safety Codes)
342	Oct. 1, 1976	Fire Agreement with MVC	Agreement for Fire Services with Mountain View County	Rescind superseded
613	May 13, 1991	Building Permits	Regulate form, content and costs of building permits	Rescind (Regulated by Safety Codes)
18.02	Feb. 5, 2018	SDAB	To establish a Subdivision and Development Appeal Board	Rescind replaced by 2018-17

TOWN OF SUNDRE

REQUEST FOR DECISION

COUNCIL DATE	**January 6, 2020**
SUBJECT	**Correspondence**
ORIGINATING DEPARTMENT	**Legislative Services**
AGENDA ITEM	**12.1**

BACKGROUND/PROPOSAL:

Correspondence received and/or sent by Legislative Services during the period December 12, 2019 and January 2, 2020 is being presented to Council for their review and information.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the attached correspondence for information by passing a separate Motion for each item of correspondence.

MOTION:

That the Town of Sundre Council accept the correspondence and November 7, 2019 minutes from Parkland Regional Library Board, as information.

ATTACHMENTS:

- PRL Board Talk for November and Minutes of November 7, 2019 meeting

Date Reviewed: January 3, 2020	CAO: Lenita Nelson

PRL BOARD TALK

Highlights of the Parkland Regional Library Board Meeting

NOVEMBER 7, 2019

Organizational Meeting

Parkland's board has 12 new members. Board Members in attendance elected the new Executive Committee and Board Chair. Debra Smith was re-appointed Board Chair by acclamation. One vacancy remains on the Executive Committee. The board has until the February 20th board meeting to fill the vacancy, otherwise the seat will remain empty until the next year's organizational meeting in November.

Executive Committee

The Executive Committee has one new face, along with returning members.

Debra Smith, Board Chair (Village of Lougheed)
Sharolyn Sanchez, (Town of Penhold)
Jason Alderson, (Town of Rocky Mountain House)
Kevin Ferguson, (Town of Ponoka)
Bruce Gartside, (Village of Donalda)
Ray Olfert, (Town of Blackfalds)
Janine Stannard, (Town of Coronation)
Heather Ryan, (Town of Olds)
Megan Hanson, (Town of Sylvan Lake)

2020 Budget Approval

As of the date of the board meeting, PRL's 2020 budget was not yet approved. However, by November 13th, the budget reached approval by 73% of the member municipalities representing 67% of the population.

Trustee Orientation

A Board Member Orientation was given by Ken Allan with Miranda McGuire from the PLSB.

Alberta Library Conference 2019

Parkland will cover the costs for 3 board members plus the Board Chair to attend the Alberta Library Conference held from April 23 to 25, 2020 in Jasper. Barb Gilliat (Village of Alix), Gord Lawlor (Town of Stettler), and Ann Zacharias (Summer Villages of Sylvan Lake) will attend. Attendees are selected to attend though a ballot process.

2020 Board Meeting Dates

February 20 – Annual Report, Year in Review
May 28 – 2019 Financial Statements
September 17 – Budget Presentation for 2021
November 12 – Organizational Meeting

Library Card Sign up Month

PRL's Library Card Sign-up Month campaign was held this September. Alix Public was the star library this year, with a 34% increase in memberships. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

Building Update

Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams along with representatives of Tricon presented the request to council on November 12th, which was approved.

Tricon is working on the agreement between PRL and Tricon for the construction of the new building and selling of the current headquarters building. When complete, this agreement will provide the most cost-effective way to finance the new building. Signing an agreement with Tricon should occur soon, since based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.

Based on cost estimates PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture. Staff have already investigated the cost of moving the contents of the current headquarters building. A quote is being prepared by Outsource Installations Ltd.

Based on the draft construction schedule, Parkland's planned move in date is the end of October 2020.

Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

•A brief *What You Need to Know* trustee handout is in its first draft. Board members received it at this meeting.

•A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.

•The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who mises three consecutive meetings has resigned.

•There will soon be a document that clarifies the role of council in relation to their local library board.

•Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).

•They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; making room for two more members. Bill Rock volunteered and has joined the committee.

The Advocacy Committee members are:
Gord Lawlor, Chair, (Town of Stettler)
Barb Gilliat, Vice Chair (Village of Alix)
Jeanny Fisher, (Town of Daysland)
Stephen Levy, (Town of Sedgewick)
Norma Penney, (Village of Clive)
Janine Stannard, (Town of Coronation)
Cora Knutson, (Town of Bentley)
Deb Smith, Ex Officio, (Village of Lougheed)
Bill Rock, (Village of Amisk)

Community News from Trustees

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is $20.00 and a bottle of wine. Last year they raised $2,000.00 for the library.

The **Sundry Municipal Library** held a $500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Switch Prize package from PRL.

Board Members Present

Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton)

With Regrets

Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent

Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple

Guests

Bob Green, Ken Allan and Miranda McGuire (PLSB)

PRL Staff

Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Haley Amendt, Kara Hamilton

Next Meeting: February 20, 2020, 12:30 PM.

PRL Board Meeting Minutes
November 7, 2019

The regular meeting of the Parkland Regional Library Board was called to order at 12:35 p.m. on Thursday November 7, 2019 in the PRL Board Room, Lacombe.

Present: Debra Smith (Board Chair), Jason Alderson, Doreen Blumhagen, Darlene Dushanek, Colleen Ebden, Kevin Ferguson, Jeanny Fisher, Elaine Fossen, Sandy Gamble, Bruce Gartside, Barb Gilliat, Megan Hanson, Jeanette Herle, Cora Knutson, Gord Lawlor, Faye Leicht, Daryl Lougheed, Leah Nelson, Ray Olfert, Terilyn Paulgaard, Norma Penney, Rosella Peterman, Bill Rock, Sharolyn Sanchez, Janine Stannard, Les Stulberg, Patricia Toone, Cindy Trautman, Doug Weir, Shannon Wilcox, Sharon Williamson, Bill Windsor, Bonita Wood, Ann Zacharias, Gavin Bates (Alternate for Glen Carrit), Greg Harris (Alternate for Dwayne Fulton),

With Regrets: Glen Carrit, Agnes Hoveland, Philip Massier, Heather Ryan, Stephen Levy

Absent: Jackie Almberg, Wendy Aschenbrenner, Connie Beringer, Jared Booth, Jacqueline Boulet-Boden, May Douglas Chamber, Trudy Kilner, Lonnie Kozlinski, Dana Kreil, Brenda McDermott, Josephine McKenzie, Blair Morton, Roger Nichols, Rick Pankiw, Corby Parsons, Chris Ross, Sonia Temple,

Staff: Ron Sheppard, Donna Williams, Tim Spark, Colleen Schalm, Kara Hamilton, Haley Amendt

Guests: Bob Green, Ken Allan and Miranda McGuire (PLSB)

Call to Order

Meeting called to order at 12:35 p.m. by Smith.
Smith welcomed everyone, and asked them to introduce themselves.

1.1 Agenda

1.1.2 Adoption of the Agenda

Motion by Stulberg, to accept the agenda as presented.

CARRIED UNANIMOUSLY
PRL 59/2018-19

1.2. Approval of minutes

Motion by Sanchez, to approve the minutes of the September 12, 2019 meeting as presented.

CARRIED UNANIMOUSLY
PRL 60/2018-19

1.3. Business arising from the minutes of September 12, 2019 meeting

Smith asked if there was any business arising from the minutes. There was none.

2.8. Business Arising from the Consent Agenda

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Smith asked if there was any business arising from the consent agenda.

Motion to approve the consent agenda as presented was made by Gilliat.

CARRIED UNANIMOUSLY
PRL 61/2018-19

3.1. Trustee Orientation by Ken Allan and Miranda McGuire, Board Member Orientation

Smith called the meeting back to order at 1:40 p.m.

3.2. Election of Chair

Each year at Parkland's November board meeting, the board chairperson is elected for a twelve-month term.

Smith turned the meeting over to Sheppard, who asked for nominations from the floor for the position of Board Chair. Lawlor nominated Deb Smith. Sheppard asked for other nominations a second time, and asked a third time for nominations.

Motion by Windsor that nominations cease.

CARRIED UNANIMOUSLY
PRL 62/2018-19

Smith became the Board Chair by acclimation. Smith accepted the position and resumed the duty of chair.

3.3. Election of Executive Committee

PRL's Executive Committee has the ten-member maximum allowed by the Libraries Regulation. The Regulation allows for:

> 25(1) (e) *provision for the establishment of an executive committee of not more than 10 persons when the number of members of the library system board is more than 20, and a statement of the powers and duties of that committee;*
>
> *The Board Chair accounts for one seat on the committee.*

In accordance with Parkland's master agreement with the municipalities,

> *Members of the Executive Committee shall be selected on a geographical basis. Such selection shall be made by PRL Board members representing that geographical area.*

Included in the package was an information page which demarcated the electoral constituencies within Parkland. These boundaries were approved by the PRL board at their February 22, 2018 meeting.

On occasions when a person cannot be found to represent a geographical area on the Executive Committee, the municipality or municipalities from that geographical area will have until the conclusion of the first meeting of the Parkland Board after the

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organizational meeting to appoint an individual to the Executive Committee. If no person is forthcoming, then the seat representing that municipality or group of municipalities shall remain vacant until the next time the Executive Committee is appointed by the board during the next organizational meeting of the Parkland Board.

Members were divided into groups and a representative chosen from each area. The Executive Committee was chosen as follows:

Board Chair	Debra Smith – Village of Lougheed
Seat 2	No Representative Chosen
Seat 3	Sharolyn Sanchez – Town of Penhold
Seat 4	Jason Alderson – Town of Rocky Mtn. House
Seat 5	Kevin Ferguson – Town of Ponoka
Seat 6	Bruce Gartside – Village of Donalda
Seat 7	Ray Olfert – Town of Blackfalds
Seat 8	Janine Stannard – Town of Coronation
Seat 9	Heather Ryan – Town of Olds
Seat 10	Megan Hanson – Town of Sylvan Lake

Motion by Penney to accept the Executive Committee as appointed.

CARRIED UNANIMOUSLY
PRL 63/2018-19

3.4. Advocacy Committee Activity

The Advocacy Committee has met once since the last board meeting. Nevertheless, they have been able to move forward on several objectives.

- A brief What you need to know trustee handout is in its first draft. Board members received it at this meeting.
- A Return on Investment (ROI) document that demonstrates the value municipalities receive from their membership in Parkland is nearing completion.
- The committee is working to educate PRL board members on their role as trustees and to promote attendance at board meetings. Staff will now track board member attendance so they can advise municipalities when a trustee misses two consecutive meetings. Under the Libraries Regulation it is assumed that a trustee who mises three consecutive meetings has resigned. Committee members have also committed to reaching out to new board members and helping them navigate meetings and get up to speed.
- There will soon be a document that clarifies the role of council in relation to their local library board.
- Advocacy Committee members contributed thoughts on how libraries are well positioned to help the provincial government balance their budget (for example, as an agency for service delivery).
- They discussed the value of regional library staff manning a booth at the AUMA trade show and are investigating whether presenting a session at AUMA instead would be a better use of time and money for this conference.

DRAFT

Thanks to the enthusiasm of committee members, they have accomplished a lot since their first meeting in March 2019. One priority for the December meeting will be revisiting their overall advocacy plan to assess their past and future activities for moving towards their objectives.

3.5. Election of Advocacy Committee

Lawlor stated that all of the current Advocacy Committee members wish to continue their service to the PRL Board; there is room for two more members. The current Advocacy Committee working group members are:

Gord Lawlor, Chair – Town of Stettler
Barb Gilliat, Vice Chair – Village of Alix
Jeanny Fisher – Town of Daysland
Stephen Levy – Town of Sedgewick
Norma Penney – Village of Clive
Janine Stannard – Town of Coronation
Cora Knutson – Town of Bentley
Deb Smith, Ex Officio – Village of Lougheed

Lawlor called for volunteers for the Advocacy Committee. Bill Rock from the Village of Amisk volunteered.

Motion by Ebden to appoint Gord Lawlor, Barb Gilliat, Jeanny Fisher, Stephen Levy, Norma Penney, Janine Stannard, Cora Knutson, Deb Smith and Bill Rock to the Advocacy Committee.

CARRIED UNANIMOUSLY
PRL 64/2018-19

After the meeting Shannon Wilcox volunteered for the Advocacy Committee.

3.6. Board Signing Authorities

Parkland Regional Library requires that two trustees act as cheque signing authorities. It is most convenient if the Board signing authorities live or work close to PRL headquarters. Currently the PRL staff signing authorities are:

Ron Sheppard	Director
Colleen Schalm	Manager of Library Services
Tim Spark	Manager of Technology Infrastructure
Karyn Goodwillie	Collections Librarian

Donna Williams, the Manager of Finance and Operations, Alida Burnard, Finance Technician, and Kara Hamilton, Office Administrator, all have full access to the financial records, accounts, and safety deposit box at PRL's banking institution. However, they are not signing authorities.

New signing authorities will have to register at PRL's principal bank, ATB Financial.

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Smith asked if there were volunteers who were close to Lacombe and able to come to Parkland to sign cheques. Ray Olfert from the Town of Blackfalds and Barbara Gilliat from the Village of Alix let their names stand as signing authorities.

Motion by Stannard to accept Ray Olfert and Barbara Gilliat as PRL's board signing authorities.

CARRIED UNANIMOUSLY
PRL 65/2018-19

3.7. 2020 Alberta Library Conference Attendees

In 2020, PRL will pay for three board members in addition to the Board Chair to attend the Alberta Library Conference (ALC) being held in Jasper between April 23 – April 25, 2020. The current criteria to attend ALC is as follows:

Parkland will pay hotel costs, meals, session registration costs, and transportation costs. Trustees should rent a car where possible since this will save significantly over mileage reimbursement.

Parkland will pay the expenses for trustees that desire to attend pre-conference sessions.

Spouses, family members, or other individuals can attend the conference but any additional costs associated with bringing family members or guests must be borne by the trustee.

If trustees have attended the ALC before on behalf of Parkland, or are an alternate PRL Board member, they were asked not to put their name in the draw. Nine board members interested in attending the ALC entered the draw. Three names were chosen. The remaining six names will be kept in case one or more of the three chosen are not able to attend for any reason. The following three people's names were drawn to attend ALC:

Gord Lawlor – Town of Stettler
Ann Zacharias – Summer Villages of Sylvan Lake
Barb Gilliat – Village of Alix

3.8. Budget Approval Update

Sheppard reviewed the Budget. There are currently enough municipalities that voted to pass the budget. Staff is still waiting for the population numbers necessary, as there is not quite enough yet.

Motion by Olfert to receive for information.

CARRIED UNANIMOUSLY
PRL 66/2018-19

3.9. LAPP Audit

The Local Authorities Pension Plan (LAPP) requires that an independent auditor or accountant conduct a compliance review (audit) at a minimum of once every three years for each employer in the Plan. During this process the auditor or accountant examines the employer's records, policies and procedures relevant to pension processes to confirm the accuracy and integrity of the data submitted and the processes followed. The auditor

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or accountant reports the findings directly to LAPP's plan administrator, Alberta Pensions Services Corporation (APS), and to the employer.

Each LAPP employer has the option to file a compliance report annually or once every three years (triennially).

Parkland Regional Library had their audit completed for the 2016, 2017, and 2018 years by RSM Canada in May 2019.

APS administration has been in contact with Parkland staff and have completed their review of the report. APS has also confirmed that no actions are required on the three issues noted in the audit and that all transactions for the years audited are complete. Parkland received a positive Compliance Audit Report Card on October 22nd indicating that the audit is correct and complete.

The Executive Committee reviewed the audit at their October 10th meeting and were satisfied. No additional comments were offered.

Motion by Wilcox to receive for information

CARRIED UNANIMOUSLY
PRL 67/2018-19

3.10. Review of PRL Investments

Smith reviewed the briefing note for PRL Investments.

According to Parkland's Annual Agenda policy, the Executive Committee is to review PRL's investments at least twice a year. The meetings for the review of investments in 2019 occur in April and October. According to the Investment statement of PRL's Finance Policy:

> *The Parkland Library Board recognizes the need for sound investment practices to support operations and reserve fund accounts. Investment earnings are to be maximized through activities which minimize risk but should ensure the rate of return is greater than the rate of inflation over the long term. To this end, funds shall be committed to appropriate investment vehicles until they are needed for current expenses.*
>
> *Normally, Parkland has both long and short term investment strategies.*
>
> *Long term strategies may include PRL's investment in vehicles such as, but not limited to, equities, mutual funds, and bonds. The Executive Committee is responsible for, and must approve all decisions relating to, PRL's long term investments. Parkland's Director and/or designate is then responsible for implementing the investment decisions of the Executive Committee.*
>
> *Short term investments may include, but are not limited to, guaranteed investment certificates (GICs) and the management of funds in PRL's current bank account(s). The Director and/or designate has full discretion to make decisions and changes to PRL's short term investments.*

DRAFT

In past years, PRL invested its funds in GICs and in a conservative, managed bond portfolio. RBC Wealth Management, Dominion Securities manages PRL's bond portfolio.

Following PRL's policy of providing sound investment practices, the Executive Committee approved a change of financial institutions. Parkland is now working with ATB Financial, partly because our accounts receive superior interest rates. PRL has opened a Notice Demand Account, which is ATB's solution to continually rolling over short term GICs. The enhanced interest rate for the Demand Account is currently 2.05%. Staff project that funds will be required in the near future for PRL's land purchase and new building, and consequently moved $1.3 million of the building fund into this account.

Staff did not recommend changing PRL's overall investment strategy of keeping funds in a conservative, managed bond portfolio. PRL does not currently have funds invested in GICs.

The Executive Committee did not mandate any changes to PRL's investment strategy at their October 10th meeting.

Motion by Stulberg to receive for information.

CARRIED UNANIMOUSLY
PRL 68/2018-19

3.11. Building Update

Sheppard gave a report on PRL's new building project.

- Tricon Developments has forwarded PRL's application for a development permit to the City of Lacombe. Williams, along with representatives from Tricon, will present the request to council for approval on November 12th. Sheppard planned on attending but must attend the Sylvan Lake Council meeting on the same night to present Parkland's budget.
- Tricon is working on Engineering Drawings.
- Tricon is also working on the agreement between for the construction of the new building and selling of the current headquarters building to Tricon. When complete, this agreement will provide the most cost-effective way to finance the new building.
- Signing the agreement with Tricon should occur soon, since, based on the draft construction schedule, pouring the concrete pilings for the new building should occur by the end of November.
- Based on cost estimates, PRL may have to move more of its current furniture than expected. There may be insufficient money to purchase large amounts of new furniture.
- Staff have already investigated the cost of moving the contents of the current headquarters building. Representatives from Outsource Installations Ltd. have come to Parkland and taken an inventory of our building contents. A quote is being prepared so staff has an estimate for moving.
- Staff are also developing a moving plan since operations will have to be shut down for an as yet unspecified period.

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- Based on the draft construction schedule, Parkland's planned move in date is the end of October 2020.
- Bell/Axia has still not provided a quote for the installation of SuperNet to the new building.

Motion by Harris to receive for information.

CARRIED UNANIMOUSLY
PRL 69/2018-19

3.12. Red Tape Reduction Feedback

Included in the package was an email from the Public Library Services Branch (PLSB) with Alberta Municipal Affairs. The PLSB is soliciting ways of reducing government administrative inconvenience (red tape) as it affects Alberta's public libraries.

At the Executive Committee meeting on October 10th, they asked staff to complete the questionnaire with suggestions, and present it to the board at this meeting.

After soliciting input from the board, staff were instructed to submit the survey to the PLSB. It was also decided that the survey will not be sent to each board member to fill it out individually.

Motion by Sanchez to accept the responses for the Reduction of Red Tape Feedback survey to send to the PLSB.

CARRIED UNANIMOUSLY
PRL 70/2018-19

3.13 Dates for 2020 Meetings

The following dates for 2020 board meetings have been suggested:

February 20, 2020	12:30 p.m. – 3:30 p.m. (Annual Report, Year in Review)
May 28, 2020	12:30 p.m. – 3:30 p.m. (2019 Financial Statements)
September 17, 2020	12:30 p.m. – 3:30 p.m. (Budget presentation for 2021)
November 12, 2020	12:30 p.m. – 3:30 p.m. (Organizational Meeting)

Motion by Gilliat to accept the dates for 2020 meetings, subject to change if necessary.

CARRIED UNANIMOUSLY
PRL 71/2018-19

3.14.1. Director's Report
3.14.2. Library Services
3.14.3. Finance and Operations
3.14.4. IT
3.14.5. ALTA

Sheppard asked if there were any questions arising from the PRL staff reports.

Motion by Fossen to accept the reports for information

CARRIED UNANIMOUSLY
PRL 72/2018-19

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3.15. Parkland Community Update

Stettler Public Library will host a Wine Survivor night on November 16th at 7:00 p.m. The entry fee is $20.00 and a bottle of wine. Last year they raised $2,000.00 for the library.

Sundry Municipal Library held a $500.00 contest to local artists to have a mural painted in their library, with the winner Dax Stringer unveiling the Barb Bell memorial mural on September 30th.

Alix Public Library won the contest for Library Card Sign-up Month in September with a whopping 34% increase in membership. They received the Nintendo Prize package from PRL. There was an overall rise in memberships across the Parkland region of 4.5%

The Public Library Services Branch (PLSB) has added new unlimited comic books online. It was also mentioned that Ancestry.com is free for the public in any PRL library.

4. Adjournment

Motion by Stannard to adjourn the meeting at 2:41 p.m.

CARRIED UNANIMOUSLY
PRL 73/2018-19

Meeting adjourned at 2:41 p.m.

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Chair

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