



Council Workshop
Council Chambers
April 3, 2017
7:00 p.m.

1. Call to Order
2. Modification to or Adoption of Agenda
3. Adoption of Minutes
4. Alberta Transportation presentation
5. Broadband – Public Consultation Strategy
6. Council Remuneration
7. Agenda Preparation – Costing/Paper Usage – discussion
8. Update on Audit – verbal report
9. Council Meeting Minutes – Council Reports
10. Gala Sponsorship
11. Future topics for Council Workshop and Council Meeting Agendas:
 - a. Exit Interviews
 - b. Contracting of Arena Services
 - c. Business Incentives
 - d. Mill Rate – Vacant Commercial

Councillor:	Date:	Topic:	Scheduled:

12. In-Camera
 - 10.1 Legal FOIPP Section 27
13. Adjournment



Council Workshop
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7:00 p.m.

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Council Workshop
Council Chambers
March 20, 2017
6:00 p.m.

In attendance: Deputy Mayor Vardas, Councillors: Paul Isaac, Verna McFadden, Nolan Blatchford, Myron Thompson

Absent: Mayor Leslie, Councillor Funke

Staff in attendance:

Al Harvey, Interim Chief Administrative Officer
Angie Lucas, Director of Planning and Operations
Vic Pirie, Director of Finance and Administration
Ian James, Community Services Manager
Marty Butts, Fire Chief
Cynthia Robey, Legislative Executive Assistant

1. Call to Order

Deputy Mayor Vardas called the Council Workshop to order at 6:00 p.m.

2. Modification to or Adoption of Agenda

Councillor Blatchford moved that the Town of Sundre Council adopt the March 20, 2017 Workshop Agenda, as presented. **Carried**

3. Adoption of Minutes

Councillor Thompson moved that the Town of Sundre adopt the March 6, 2017 Council Workshop Minutes, as presented. **Carried**

4. Update on Volunteer Event

Mr. Ian James, Community Services Manager, shared with Council the following updates:

- April 23 – 29, 2017 is recognized as *Volunteer Appreciation Week*.
- The Town of Sundre will partner with other association/groups within the catchment area.
- Volunteer Event is scheduled April 25, 2017 from 12:00 p.m. – 3:00 pm. It is anticipated that there will be approximately 200 participants.
- The coordinators of this special event are Ms. Tina Baker, from Alberta Health Services, and Ms. Barb Rock, Community Services Assistant.
- Invitations will be sent out in the near future, and Mr. James asked that all Council members please attend the event. RSVP's are asked to be in by April 13, 2017.
- Mayor Leslie has been asked to hand out Pins & Certifications to the recognized volunteers.

Initials



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- An Elvis Presley impersonator has been scheduled to provide the entertainment.

5. Municipal Excellence Awards – update/discussion

Mr. Al Harvey, Interim Chief Administrative Officer, provided Council with detailed background information about the Annual Minister's Award for Municipal Excellence, including an explanation of the adjudication process.

Legislative Services read a brief administration report to update Council with respect to the process of submitting a topic for consideration of an award. Council was informed that Legislative Services will present an RFD during the March 27, 2017 Regular Council Meeting to rescind Part 5 of Motion 70/17:

“Council asked Administration to prepare background information to create a presentation to Minister Anderson concerning Broadband and Recycling, and to bring the background information to a future Council Meeting for review and discussion.”

The RFD presented during the March 27, 2017 Regular Council Meeting will cover: 1) Broadband is in the early stages of conception, so therefore submitting a request for consideration for the 2017 Minister's Awards for Municipal Excellence would be premature. 2) The topic of Way-finding Signage will be suggested as an alternative topic for submission.

6. Report on Reserves - discussion

Administration asked Council to consider carefully five important points before Council makes a decision to move money around within Reserves or to spend the money in the Reserve accounts:

- 1) What are we doing this for?
- 2) Envelope versus Operations
- 3) Projects and costs
- 4) Transfer of dollars to Operations
- 5) Reserves are normally set up as part of your program audit

Administration introduced Mr. Vic Pirie, Director of Finance and Administration, who provided Council with a detailed overview of the contents of the report.

7. Future Topics for Council Workshop and Council Meeting Agendas:

Administration explained the box tracking system seen on the Workshop Agendas. Council asked for the inclusion of an additional column within the tracking box to include the scheduled date for when

 Initials



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each topic will come back to Council for review and discussion. Council directed Administration to take all of the identified topics on the March 20, 2017 Agenda and add them to the April 3, 2017 Council Workshop Agenda for review and discussion.

Topics currently identified: there were no additional topics added.

Deputy Mayor Vardas gave Council an update concerning Mr. John Whitesell Sr.'s 100th year birthday party event to take place at the Sundre Museum on April 1, 2017. He indicated that Mr. Whitesell's family has extended an invitation to Council members to attend from 1:00 p.m. – 4:00 p.m. Mr. Whitesell has indicated that he wishes to have a plaque created to commemorate this special event.

Deputy Mayor Vardas called a recess at 7:55 p.m. Council Workshop resumed at 8:03 p.m.

Councillor Thompson moved that the Town of Sundre Council go into In-Camera at 8:04 p.m. **CARRIED**

8. In-Camera

Legal – Contract - FOIPP Section 27
Legal – Land – FOIPP Section 16

Councillor McFadden moved that the Town of Sundre Council come out of In-Camera at 10:00 p.m. **CARRIED**

9. Adjournment

Councillor Thompson moved that the Town of Sundre Council conclude the Workshop at 10:01 p.m. **Carried**

Mayor

I hereby certify these minutes are correct.

Interim Chief Administrative Officer

Initials



Broadband Public Engagement Proposal Decision

Department of Economic Development
Report to Council Workshop
April 3, 2017

Whereas, the Town of Sundre Administration recently issued a request for proposals from qualified vendors to conduct a comprehensive and unbiased survey of residents on their collective appetite to spend public dollars on a publicly owned wholesale broadband network, and the demand for such a network;

and

Whereas, there were only two proposals submitted from qualified vendors. One of which with a cost attached of \$15,244, and the other with a cost attached of \$51,995;

and

Whereas, leadership staff in the Town of Sundre Administration conducted three independent analyses of the proposals using a weighted matrix;

and

Whereas, the Town of Sundre Purchasing and Procurement Policy #303 allows for factors other than cost in tenders and contracts to take precedence during decisions to award contracts and tenders;

and

Whereas, there is almost \$115,334 remaining from the initial amount of capital set aside by Council at the onset of the broadband economic feasibility study;

Now, therefore, Town of Sundre Administration seeks to enter into contract with Banister Research and Consulting, Ltd., of Edmonton, Alberta, as soon as possible, in order to commence this third phase of the Public Broadband project, including for the additional following reasons:

- a) The proponent utilizes an intelligent three-pronged approach to reach as many residents of Sundre as possible, including web, telephone and door-to-door;
- b) The proponent has the staff necessary to achieve the Town of Sundre's objectives, including the hosting of public information sessions in the required short-time frame;
- c) The proponent brings more experience, especially in areas related to handling public consultations and census-level surveys;
- d) The proponent is a member of national and international organizations governing statistical research standards, while the other proponent is not;
- e) Administration is confident the proponent will allow the Town to gain the most accurate and realistic profile possible of the intentions of Sundre residents, in order to ensure that the proposed wholesale business model achieves the success depicted in our economic models;
- f) The cost requested by the proponent to conduct the public consultation process represents just less than 2% of the overall projected deployment cost of \$2.75 million, meaning that the Town will spend an appropriate amount of capital in the process of conducting its due diligence for this important project; and
- g) Administration leadership staff unanimously selected the proposal submitted by Banister Research and Consulting, Ltd. as their preferred option.



Policy Name:	Council Remuneration
Policy Number:	A-001
Date of Approval by Council:	April 7, 2014
Resolution Number:	52/14
Department of Responsibility:	Legislative
Last Review Date:	March 2013
Next Review Date:	March 2016

Purpose

To clearly provide guidelines when determining the remuneration and compensation distribution available to the Town of Sundre elected officials in the performance of their duties. The primary objective is to establish a fair and equitable method of remuneration and compensation distribution for the elected officials.

1. Council Honorarium

The established remuneration and compensation for the elected officials of the Town of Sundre shall be as follows:

Position	Annual Remuneration	Basic Pay Every Two Weeks	Travel Allowance Every Two Weeks	General Allowance Every Two Weeks	Total Pay Every Two Weeks
Mayor	\$21,000.00	\$538.46	\$134.61	\$134.61	\$807.69
Councillor	\$12,500.00	\$320.51	\$80.13	\$80.13	\$480.77

Council has the duty to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council. This recognized responsibility for developing and evaluating the policy and programs of the municipality is included in the Town's operating budget.



Bi-weekly Honorariums are to cover all Council meetings, monthly council workshop meetings, Committee of the Whole meeting, Public Hearings, local appointed boards, local committees, community organizations and other local community meetings. Basic Pay is an all-inclusive amount provided to Members of Council for their time and service. Basic Pay is taxable.

2. Additional and External Payments

- Per diems are to be claimed for budget meetings, budget approved conventions, seminars, retreats, courses, education sessions and meetings of boards, commissions or committees that the Council member has been appointed to that do not pay a per diem.
- Per diems are related only to out-of-town meetings, for budget approved items or if approved by Council during the year.
- When the Mayor and/or a Councillor are requested to attend meetings that have not been approved in the budget, such meeting requests shall require a motion of Council approving per diem eligibility.

3. Per Diem Rates (including travel time to and from Sundre)

For attendance at Council recognized and budget approved conventions, seminars and out-of-town business and meetings, as well as retreats, workshops and budget meetings.

- Flat Rate \$175.00 Per Full Day (4 hours or more)
- \$22.50 per hour up to four (4) hours to a maximum of \$90.00. Partial hours will be rounded up or down to the closest hour.

4. Transportation Expenses

Personal Vehicle Used

Mileage – As determined by Revenue Canada in January of each year

Parking – Receipted Expenses

Rented Vehicles – when authorized, receipted expenses

Cabs – receipted expenses

Public Transportation – receipted expenses

5. Hotel/Motel – Receipted expenses

6. Meals – Breakfast, Lunch and Supper Receipts Required

Meal expense includes an amount for gratuity to a maximum of 15% or group surcharge. Meals claimed on a receipt basis shall exclude any charges for alcoholic beverages.

7. Cell phone/ Data Plan

The Chief Elected Official and Councillors may be provided with a cell phone by the Town or a payment equal to an amount in lieu of average cost to supply a cell phone/data plan. This will be paid on a monthly basis to a maximum of \$75.00 per month. The phone number associated with the cell phone will then be advertised and distributed as the contact information for Council.

8. General

Management's responsibility for the payment of the remuneration and compensation is delegated to the Director of Corporate Services who shall distribute payment according to this policy. Honorariums shall be paid as per the bi-weekly payroll schedule.

Per diem and expense claims shall be submitted on a form provided by the Town and submitted no later than 5 days prior to the pay date. The Mayor and/or Deputy Mayor, prior to submission to Administration, must approve all expense claims or payment requests.

9. Policy Review

An Ad Hoc Public Council Remuneration Committee will review the Council Remuneration policy no later than March 1 of the same year as a general municipal election:

- Council may appoint five (5) members at large to the Council Remuneration Committee to work with the Chief Administrative Officer or their designate.
- The Chief Administrative Officer shall report the committee findings to Council within 90 days with the recommendations on changes to be established for members of Council elected in that year's general municipal election. Recommendations must be provided by the first September Council meeting to ensure changes are reflected in the upcoming budget.
- Council shall receive the recommendations from the committee and shall place on the Council agenda discussion of the recommendations.
- Monetary changes resulting from this policy shall be reviewed and incorporated into the annual operating budget for the Town.
- Council Honorariums and per diem rates may be adjusted annually to reflect the Cost of Living Allowance (COLA) increased and approved in the annual operating budget.

Report on Council Meetings – Paper Usage April 03, 2017

Purpose

The report is to provide Council with information regarding the amount of paper used in producing the agenda and supporting documents for Council workshops and meetings.

Background

Each member of Council have been provided with a ZAGGfolio tablet for their use. One of the purposes was to receive Council agendas electronically instead of a paper version. Utilization of the tablet has not been as successful as initially envisioned. Currently, administration is preparing 8 hard copies on average per meeting. Four of those copies are for various members of Council, three for administration and one for legislative record keeping.

For the first quarter ending March 31, 2017, Council held 6 regular Council meetings and 6 regular Council workshops.

Council meeting agenda packages have averaged 115 pages with 45 pages being in colour and 70 pages being in black and white. Council workshop agenda packages have averaged 84 pages with 44 pages being in colour and 40 pages being in black and white.

The cost have providing four members of Council with a paper copy of the agenda and supporting documents for a Council meeting is broken down as follows:

Cost of Paper (\$0.01 per sheet)	\$1.15 per agenda
Cost of Photocopying (colour \$0.07 per page)	\$3.15 per agenda
Cost of Photocopying (b & w \$0.007 per page)	\$0.49 per agenda
Additional Labour to print (approx. 10 min/agenda)	\$5.00 per agenda
Total Cost per paper agenda per Council Meeting	\$9.79 per agenda
Per Council meeting cost (4 agenda packages)	\$39.16 per meeting

Cost for providing four members of Council with a paper copy of the agenda and supporting documents for a Council workshop is broken down as follows:

Cost of Paper (\$0.01 per sheet)	\$0.84 per agenda
Cost of Photocopying (colour \$0.07 per page)	\$3.08 per agenda
Cost of Photocopying (b & w \$0.007 per page)	\$0.28 per agenda
Additional Labour to print (approx. 10 min/agenda)	\$5.00 per agenda
Total Cost per paper agenda per Council Meeting	\$9.20 per agenda
Per Council meeting cost (4 agenda packages)	\$36.80 per meeting

The above cost estimates are based on producing the agenda and supporting documents once. However, there are occasions when the agenda and supporting documents have begun to be printed and a change in the agenda is made resulting in the need to re-do the printing of the revised agenda. Such a situation will result in additional paper, copier and labour costs. As these occasions are infrequent, the costs have not been included in this report.

For the full year there are 21 Council meetings (includes July 31 tentative) and 18 Council workshops. If first quarter averages held for the full year the cost of paper agendas based on four members receiving a paper agenda is approximately \$1,485.

If there were greater utilization by the current and future Council of electronic agenda packages the above cost would be reduced. The savings would double if administration also migrated to utilizing an electronic agenda package.

Conclusion

The current ZAGGfolio tablet provided to each Councilor has not been as successful as planned in moving to an electronic only version of Council agenda packages. In the 2017 approved operating budget is funding for the purchase of new technology devices for the new Council elected in the fall of 2017. One of the determinates for the selection of new technology devices should be the effectiveness of the device to be useful in processing an electronic only version of the agenda packages.

In the mean time, for the current Council, administration will continue to process the paper packages for those Councilors requiring a hard copy.

Recommendation

Council receive the report on the cost of producing and agenda package for information.

Respectively submitted

Vic Pirie
Director of Finance & Administration

MUNICIPAL GOVERNMENT ACT

Section 208(1) The chief administrative officer must ensure that

(a) all minutes of council meetings are recorded in the English language, without note or comment;

(b) the names of the councillors present at council meetings are recorded;

(c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;

(d) the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;

Section 213(1) The minutes of council meetings must be signed by

(a) the person presiding at the meeting, and

(b) a designated officer.

Excerpt taken from Municipal Affairs – A Guide for Preparing a Council Meeting Agenda:

Councillor / Committee Reports

Councillors generally report to council on meetings they have attended. These reports are most appropriately supplied in writing and included in the agenda package. The municipality's process for receiving these reports should be included in the procedural bylaw.

Excerpt taken from Municipal Affairs – A Guide to the Preparation of Council Minutes:

COUNCILLOR REPORTS

MOVED by Councillor Bucks to accept the Councillor reports for information.
CARRIED

COUNCIL REPORTS

- a. Red Deer River Municipal Users Group Meeting Information**
- b. RCMP – Crime Statistics 2015/2016 and Review of Annual Performance Plan**
- c. Mountain View Waste Commission Meeting Minutes of March 27, 2017**
- d. Sundre Library Board Meeting Minutes of March 22, 2017**
- e. Sundre District Aquatic Society Meeting Overview of March 15, 2017**
- f. Councillor Vardas (Verbal): Commemorative Plaques and Certificates**

108/17 Councillor Funke moved that the Town of Sundre Council accept the Councillor reports for information. **CARRIED**

- 8.2 The Chief Administrative Officer or designate shall record the time of arrival and departure of Council members at meetings should a Council member arrive late or depart prior to the completion of the meeting.

9.0 **SPECIAL MEETINGS**

- 9.1 The Mayor may call special meetings of Council whenever he or she considers it expedient to do so.
- 9.2 Written notice of a special Council meeting stating the time and place at which it is to be held, and stating in general terms the nature of the business to be transacted thereat, shall be provided to the members not less than 24 hours in advance of the meeting.
- 9.3 The Mayor may call a special meeting of Council upon such shorter notice, either oral or written, as he or she considers sufficient, however no such special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.
- 9.4 No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.
- 9.5 Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request in writing was delivered to the Mayor or Chief Administrative Officer.

10.0 **COUNCIL WORKSHOP**

- 10.1 The Committee is an informal working committee whose purpose is to review and study pertinent Town matters and to more fully explore issues, or review complex matters.
- 10.2 The Committee shall consist of all members of Council and Chairperson shall be the Mayor.
- 10.3 Agenda items shall be determined by Council, Mayor or CAO.
- 10.4 All items for the Agenda shall be delivered in writing to the CAO by 11:59 a.m. on the Tuesday preceding the meeting.



- 16. In-camera
- 17. Adjournment

- 11.5 The order of business established above shall apply unless Council otherwise determines by a majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided without debate.
- 11.6 Councillor Reports should be digital or in writing and submitted to the Chief Administrative Officer no later than 12:59 a.m. on the Tuesday preceding the next Regular Council Meeting.

12.0 **PUBLIC HEARINGS**

- 12.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 12.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 12.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 12.3.1 state the matter to be considered at the hearing;
 - 12.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 12.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;
 - 12.3.4 request that administrative staff present a report on the issue at hand;
 - 12.3.5 request that the Municipal Planning Commission provide their position on the proposed bylaw; and
 - 12.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 12.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
 - 12.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;



Municipal Affairs

A Guide for Preparing a Council Meeting Agenda

Alberta Municipal Affairs (2013) *A Guide for Preparing a Council Meeting Agenda*

Edmonton: Alberta Municipal Affairs

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Although the *Municipal Government Act (MGA)* does not outline the contents of the agenda for council meetings, there are several suggested best practices to consider which would allow the meeting to run smoothly and to meet the requirements for council meetings that are outlined in sections 192 - 200, 227 - 229 and 606.

General Information

Parliamentary procedure is a body of rules, ethics, and customs governing meetings and other operations of legislative bodies, in this case the municipal council. An agenda is a list of individual items which must be "acted upon" or processed that are presented in the order in which they are to be dealt with, beginning with the call to order and ending with adjournment. The agenda and information package should be prepared for each meeting of council to ensure that council business is dealt with in an orderly and expedient manner.

Many municipalities have a procedural bylaw to provide a standard format for council meetings and make it easier for members of council, staff, the media, and the public to understand the decision-making process. A procedural bylaw should name and describe the responsibilities of council committees, provide for the order of business and method of distributing the agenda for council meetings, set rules regarding the proceedings at regular meetings of council, and describe how items may be put on the council agenda.

Optimally, the agenda is distributed to council members, attendees and the recording secretary prior to the meeting, so that they will be aware of the subjects to be discussed, and are able to prepare for the meeting accordingly. As the public should have access to the agenda package at the same time as council, many municipalities also post the agendas for the upcoming meeting on their municipal website.

When an agenda item requires a decision of council, the Chief Administrative Officer (CAO) is charged with ensuring that all information required has been identified and any recommendations provided (if required) be attached to the agenda. This could be in the form of a report or a request for decision (RFD). A request for decision includes a background sentence or paragraph, a statement of the problem or issue, any findings or conclusions, any recommendations for action, policy implications, or financial impact, and should list who has prepared or reviewed the information. A sample RFD is attached to this guide.

RFDs for issues that will be discussed in public should be available with the agenda package. RFDs for issues that meet the tests of harm in the *Freedom of Information and Protection of Privacy Act (FOIPP)* should only contain information that does not cause harm (nature of issue, recommendation).

Council has the option to change the format of the agenda if they feel it isn't working for them. The agenda format is normally outlined in municipality's procedural bylaw. Some best practices to keep in mind when planning and developing a procedural bylaw or the agenda are:

- As a courtesy to the public, hold presentations/delegations at the beginning of the meeting.
- Arrange topics in sections – for example: all bylaws readings under Bylaws; the CAO report, financial reporting, and councillor reports could be included under Reports.
- Confidential items are those items that fall within the parameters of closing the meeting to the public as set out in section 197 of the *MGA* and are normally left until the end of the meeting as a courtesy to the public.

Agenda Structure

The following sections are based on the sample agenda attached to this guide, and outline the types of information that should be contained under each section.

Title and Heading

The agenda title and heading should be similar to the council meeting minutes in format and should:

- a. State that it is an agenda
- b. Name the Municipality
- c. Show the date, time and place of the meeting for which the agenda is issued.

Acceptance of the Agenda

The agenda for a council meeting is not binding unless it has been adopted by a resolution or motion at the start of the meeting. It may be adopted as presented or with amendments. It is recommended that items should only be added to the agenda at the meeting if the matter is of an urgent nature.

Adoption of Previous Minutes

Section 208(1)(c) of the *MGA* requires that the minutes of each meeting be adopted by a motion of council at a subsequent meeting of council.

Public Hearings

Section 230 of the *MGA* outlines the public hearing requirements and specifies that a public hearing must be held during a regular or special council meeting. A council may establish procedures for the conduct of the hearing. These procedures could be outlined in the municipality's procedural bylaw.

Delegations

The agenda may provide a specific section for receiving presentations or questions from individuals or delegations. As a courtesy, delegations should be scheduled earlier in the agenda so that members of the public who want to address the council are not kept

waiting. Parameters for these presentations could be included in the municipality's procedural bylaw and conveyed to the delegates when they make the request to present.

Bylaws

It is best that full copies of any bylaws presented for council consideration be attached to the agenda package, so that each council member may examine the full document before being required to vote on it.

Business

This section should identify items of business that require a council decision, and should reference any attached RFD or other supporting information.

Councillor / Committee Reports

Councillors generally report to council on meetings they have attended. These reports are most appropriately supplied in writing and included in the agenda package. The municipality's process for receiving these reports should be included in the procedural bylaw.

CAO Report and Action List

Section 207 outlines the responsibilities of the CAO. One of these is to advise and inform the council on the operation and affairs of the municipality. Many CAOs use an action list to track and report to council on the status of actions taken on resolutions from previous meetings. The list would normally include any unfinished business which has been raised at a previous meeting which has not been completed. The items would remain on the action list until they are finalized. An action list template is attached to this guide.

Financial

It is the responsibility of the administration to provide council with financial information such as budget to actual comparison reports.

Correspondence

Any correspondence that is addressed to council or that should be brought to the attention of council should be listed on the agenda.

In-camera Items

An in-camera meeting is a private meeting of council which excludes the public. Section 197(2) of the *MGA* specifies that a council may close all or part of their meeting to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of *FOIPP*. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests; reveal confidential

evaluations, local public body confidences, or advice from officials; or disclose information that is subject to legal privilege. The agenda should contain a 'Confidential' heading and then provide a brief description of the topic and state the section of the *FOIPP* that allows the topic to be discussed in-camera. For example, "Personnel – Evaluation - *FOIPP* Section 17" could be used to describe conducting the performance appraisal of a chief administrative officer or "Legal – Arena Project - *FOIPP* Section 27" could describe discussions regarding a pending court case. No bylaw or resolution can be passed at an in-camera meeting except a resolution to revert to the council meeting in public or to recess.

It is considered a best practice to circulate and collect any background information on the confidential item during the in-camera session. All members are required to keep in confidence matters discussed in-camera until the item is discussed at a meeting held in public.

Adjournment

A meeting is adjourned when the agenda is finished.

Sample Agenda

MUNICIPALITY OF ANYWHERE

AGENDA

REGULAR COUNCIL MEETING

Tuesday, December 17, 2013

The regular meeting of the council of the Municipality of Anywhere will be held in the Municipal Office on Tuesday, December 17, 2013, starting at 7:00 pm.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

4. PUBLIC HEARINGS
 - a. Proposed bylaw to rezone.....

 - b.

 - c.

5. DELEGATIONS
 - a. John Day to discuss recycling options. 7:40 p.m.

 - b.

 - c.

6. BYLAWS
 - a. Bylaw 04-13, Establish the procedure and conduct of meetings of council and council committees

 - b.

7. NEW BUSINESS

- a.
- b.
- c.

8. COUNCILLOR REPORTS

9. CAO REPORT and ACTION LIST

10. FINANCIAL

- a. Budget to Actual reporting to date

11. CORRESPONDENCE

- a. Correspondence – accept for information

12. IN-CAMERA

- a. Personnel – Evaluation - *FOIPP* Section 17
- b. Legal – Arena Project - *FOIPP* Section 27

13. ADJOURNMENT

Sample Request For Decision

MUNICIPALITY OF ANYWHERE

Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 17, 2013
Originated By:	_____, Chief Administrative Officer
Title:	Bylaw 04-13, PROCEDURE BYLAW
Agenda Item Number:	6(b)

BACKGROUND/PROPOSAL:

Council requires a process to govern procedures at meetings to ensure that council meetings and council committee meetings are effective. The bylaw regulates the conduct of council, councillors and others attending council and council committee meetings.

At the December 3, 2013 council meeting, council passed the following resolution:

MOVED by Councillor Bucks that the Chief Administrative Officer prepare a proposed Procedure Bylaw for the December 17, 2013 regular meeting of council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Government Act provides the following:

s.145 A council may pass bylaws in relation to the following:

- a) the establishment and functions of council committees and other bodies;
- b) the procedure and conduct of council, council committees and other bodies established by the council, the conduct of councillors and the conduct of members of council committees and other bodies established by the council.

Proposed Bylaw No.04-13 is presented for first reading.

COSTS/SOURCE OF FUNDING (if applicable)

Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council review the proposal and give first reading to the proposed bylaw.
2. Council provide further direction or required changes/amendments.

Initials show support – Reviewed By:	CAO: _____
---	-------------------

Action List Template

ACTION LIST MUNICIPALITY OF: _____				
MONTH	RESOLUTION	ASSIGNED TO	STATUS	DATE COMPLETED

Municipal Affairs

A GUIDE TO THE PREPARATION OF COUNCIL MEETING MINUTES

Revised January 2017

Alberta 

Alberta Municipal Affairs (2013) *A Guide To The Preparation Of Council Meeting Minutes*

Edmonton: Alberta Municipal Affairs

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General

Minutes are important and vital documents. Despite the broad authorities provided to councils under the Municipal Government Act (MGA), a council may act only by resolution or bylaw that is passed at a public meeting. The minutes of council meetings form the legal record of those council actions, and provide the authorization for administration to implement those decisions.

In this sense, minutes are the critical link between the policy direction of council and the practical operation of the municipality. Well crafted resolutions and bylaws provide a clear direction, and maximize the likelihood of accomplishing the intended result. As a public record, minutes also provide an open and transparent disclosure of council actions to the municipal residents and stakeholders. This disclosure provides a basis for the accountability of councils to their electors, and promotes public confidence and trust in the leadership and governance of the local government.

This guide will provide you with some suggested procedures that have proven to be effective in other municipalities for developing a record of meeting activities and legislative actions.

Legislated Requirements

Section 208 of the *MGA* places the responsibility for recording the minutes of council meetings with the Chief Administrative Officer.

Although a record of council discussions on meeting topics might be informative, the record of discussions would also be subjective because not all aspects of the discussion could be captured practically or given equal weight. In order to ensure that minutes remain as an objective and unbiased record of council actions, Section 208 specifically requires that the minutes be recorded without note or comment.

Section 208 also requires that the names of councillors present at council meetings are recorded, that the minutes of each council meeting are given to council for adoption at a subsequent council meeting, and that the bylaws and minutes of council meetings be kept safe.

Section 213 of the *MGA* addresses the signing requirements for minutes of council meetings. These subsections are quoted in Schedule A.

Contents

Minutes should be structured to facilitate ease of reference by recording a simple form of sequential events.

As a municipal best practice, the minutes of all council meetings should contain:

- The full corporate name of the municipality, - “Municipality of Anywhere.”
- The type of council meeting – Regular, Special, or Organizational
- The date, hour and place of the council meeting.
- The names of all council members in attendance and absent.
- The name of the presiding officer.
- The names of the attending secretary, administrator, or other person who is the official in charge of recording the minutes, and any other appointed officials in attendance, including each person’s title.
- The method of notice of the meeting if other than a Regular Meeting.

Correspondence

While legislation does not require that correspondence be listed in the minutes, it is recommended that this be done as a municipal best practice. In some municipalities, the procedure may be governed by a procedural by-law. Listing correspondence in the minutes provides the opportunity for public and staff members to reference or view the material. Any matter that receives the attention of council or the administration may be documented. Discretion may be used in regards to what correspondence items are included in council minutes. For example, routine administrative matters can be excluded if they are not relevant to the meeting agenda or do not influence the outcome of a council decision.

Inquiries, complaints, and other information brought to the attention of council should generally be included in the minutes. By including these documents, the minutes acknowledge council’s recognition and attention to the specific matter.

Quorum

A quorum is necessary to transact business at a municipal council meeting. Section 167 of the *MGA* defines a quorum as “*the majority of all the councillors that comprise the council under section 143 of the MGA*”, unless there is a vacancy on council.

If a member arrives late, their arrival time should be recorded in the minutes at the precise location of the order of business as well as in the attendance summary in the heading. Early departures should be recorded in the same manner.

By recording these activities, the minutes provide evidence that quorum has been maintained as required by legislation.

Adoption of Minutes

Section 208 of the *MGA* requires “*that the minutes of each council meeting are given to council for adoption at a subsequent council meeting*”. It is recommended that the previous meeting’s minutes be distributed with the agenda package for the next meeting. This gives council members an opportunity to review the contents well in advance. After reviewing the

previous minutes, councillors may ask for an amendment. To follow legislated requirements, a resolution to amend the meeting minutes must precede the resolution to adopt the minutes.

Under Section 213 of the *MGA*, minutes must be signed by the person presiding at the meeting and a designated officer. An additional recommended safeguard is to have the presiding officer initial all pages of the minutes and attachments or appendices. The most appropriate time for signing is immediately following the resolution for adoption.

Resolutions / Motions

Resolutions / motions - their proposal, discussion, amendments, and final passing - are probably the most important tasks undertaken by any municipal council. They are legislated and the basis for all action exercised by a council. Direction given without a resolution is without legal validity.

Resolutions / motions are usually structured to stand on their own and answer the “who, what, where, when and why” questions. As the basis for establishing the actions of the municipality, each resolution should provide administration with a clear direction that can be implemented without having to interpret or guess as to the intent. In order to facilitate the development of clear and complete resolutions, recommendations on decision items that are prepared by administration and included in the council agenda packages should set out or suggest the anticipated resolution.

It is recommended that every resolution / motion be followed by a clear indication as to whether it is “carried” or “defeated”.

Example:

Res. No. 187-17-12-13 MOVED by Councillor Bucks that Bylaw 03-13 be given second reading.

CARRIED

Bylaws

The development of bylaws is dependent upon the passing of a set of resolutions / motions. A proposed bylaw must not have more than two readings at a council meeting unless the councillors present unanimously agree to consider a third reading, as stated in section 187(4) of the *MGA*. The minutes must show that the resolution / motion for a third reading was unanimously carried in order to verify the legislated process was followed. (See Basic Principles of Bylaws publication)

Recording of Votes

Section 185 of the *MGA* provides that “*Before a vote is taken by council, a councillor may request that the vote be recorded*”. The same section of the *MGA* requires that when a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal.

Equality of Votes

Section 186 of the *MGA* states “*If there is an equal number of votes for and against a resolution / motion or bylaw, the resolution or bylaw is defeated*”. Again, it is recommended that every resolution / motion be followed by a clear indication as to whether it is “carried” or “defeated” for future reference.

Retention of Minutes

Council meeting minutes are a legal document and thus must be preserved indefinitely. They can only be destroyed if authorized by council and if the originals are recorded on microfiche or on an electronic system that will allow copies to be made. Therefore, it is highly recommended to have both electronic and paper files of the documents. It would be wise to also consider having the paper copy on good quality bond paper, bound in a sturdy binder, and stored in a fireproof area, ideally a safe or a fire-rated cabinet.

Conclusion

Utilizing municipal best practices when preparing council meeting minutes is an important step in maintaining a reliable and useful document. The resulting minutes will continue to reflect each council’s unique approach to conducting municipal business. It may take some practice, but following these steps will help ensure you are drafting meeting minutes that will be useful and valid for years to come.

MUNICIPAL GOVERNMENT ACT

Section 208(1) The chief administrative officer must ensure that

- (a) all minutes of council meetings are recorded in the English language, without note or comment;
- (b) the names of the councillors present at council meetings are recorded;
- (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;
- (d) the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;

Section 213(1) The minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

**SAMPLE
MUNICIPALITY OF ANYWHERE
REGULAR COUNCIL MEETING
MINUTES
Tuesday, December 17, 2013**

The regular meeting of the council of the Municipality of ANYWHERE was held in council chambers in the municipal office on Tuesday, December 17, 2013, commencing at 7:00 pm.

IN ATTENDANCE

Mayor I. M. Orderly
Councillor Mini Bucks
Councillor Jack Nospend

Chief Administrative Officer, I. R. Organized

CALL TO ORDER

The meeting was called to order at 7:00 pm.

**ACCEPTANCE OF
AGENDA**

Res. No. 180-17-12-13

MOVED by Councillor Nospend that the agenda be amended by adding the following item:
Collapse of the retaining wall at 34 Street between 8th and 9th Avenue.

CARRIED

**APPROVAL OF
MINUTES**

Res. No. 181-17-12-13

MOVED by Councillor Bucks that the minutes of the regular meeting of council held on December 8, 2013, be approved as presented.

CARRIED

PUBLIC HEARINGS

MOVED by Councillor Nospend to commence the Public Hearing at 7:15 p.m.

CARRIED

(NOTE: What are your procedures for conducting a public hearing? Depending on your process, you will likely have a lengthy section in your minutes.)

DELEGATIONS

John Day 7:15pm

Mr. Day presented his views on new techniques for recycling. Council thanked him for his presentation and invited Mr. Day to make an appointment for the January, 2014 meeting.

OPEN FORUM

Ms. J. Complain presented a number of compliments and concerns that she had to council. Her comments included:

- a) praise for the installation of water meters
- b) concern about cleaning of sidewalks
- c) concern about lot drainage
- d) concern about dogs at large

Ms. Dee Brief presented her concerns regarding the loss of highway signage.

YOUTH CENTRE

Ms. Dee Brief updated council on the status of the Youth Centre and invited council to come and tour the facility.

BYLAWS

Bylaw 03-13

Establish the Rental Rates

Res. No. 182-17-12-13 MOVED by Councillor Nospend that Bylaw 03-13 being the rental rates bylaw, be given first reading.
CARRIED

Res. No. 183-17-12-13 MOVED by Councillor Bucks that Bylaw 03-13 be given second reading.
CARRIED

Res. No. 184-17-12-13 MOVED by Councillor Nospend that third reading of Bylaw 03-13 be given.
CARRIED UNANIMOUSLY

Res. No. 185-17-12-13 MOVED by Councillor Bucks that Bylaw 03-13 be given third reading.
CARRIED

Bylaw 04-13

Establish a Procedure Bylaw

Res. No. 186-17-12-13 MOVED by Councillor Nospend that Bylaw 04-13 being the procedure bylaw be given first reading.
CARRIED

NEW BUSINESS

AUMA Formula on Distribution of Funds

Res. No. 187-17-12-13

MOVED by Councillor Bucks that council support the AUMA proposed grant formula and forward the requested letter to the Premier.

Councillor Nospend requested a recorded vote.

IN FAVOUR
Mayor Orderley
Councillor Bucks

AGAINST
Councillor Nospend

CARRIED

Long Distance Telephone Rates

Res. No. 188-17-12-13

MOVED by Councillor Nospend that the Chief Administrative Officer be authorized to enter into a contract for long distance phone rates with Telus Communications Inc. at a rate of \$0.04 per minute with a commitment of 3 years.

NEW BUSINESS

Inspections Policy

cont'd

Res. No. 189-17-12-13

MOVED by Councillor Bucks that the Chief Administrative Officer further enhance the draft policy by including a map of traffic sign locations and all buildings be included as part of the policy for review at the next regular meeting of council

CARRIED

2013 Long Range Planning Meetings

Res. No. 190-17-12-13

MOVED by Councillor Nospend that council schedule Special Meetings for January 7 and 21, 2014 starting at 7:00 pm in Council chambers to prepare the proposed 2014 Long Range Planning Document.

CARRIED

COUNCILLOR REPORTS

MOVED by Councillor Bucks to accept the Councillor reports for information.

CARRIED

CHIEF ADMINISTRATIVE OFFICER ((CAO) REPORT/ACTION LIST

MOVED by Mayor Orderly that the CAO report and Action List for the period December 3 – December 17, 2013 be accepted for information.

CARRIED

(Note: If there were any items from the action list that council wanted to discuss or pass a further motion on, than there may be more detail or another motion in this area)

Suggested Forms for Special Meeting Notification

MINUTES OF A SPECIAL MEETING OF THE COUNCIL OF THE MUNICIPALITY OF ANYWHERE IN THE PROVINCE OF ALBERTA, HELD ON WEDNESDAY, MAY 15, 2013, IN THE COUNCIL CHAMBERS OF ANYWHERE MUNICIPAL BUILDING, COMMENCING AT 8:00 P.M.

THE NOTICE OF THIS MEETING WAS GIVEN UNDER AUTHORITY OF SECTION 194 OF THE *MUNICIPAL GOVERNMENT ACT* (by telephone or in writing) TO EACH MEMBER OF COUNCIL AND A SIGNED WAIVER OF WRITTEN NOTICE FORM IS ATTACHED TO THESE MINUTES.

PRESENT:

DATE: _____

TOWN OF ANYWHERE

WAIVER OF NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED
UNDER AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT

We, the undersigned members of the council of the Municipality of Anywhere, hereby waive notice of a special meeting of council to be held in the council chambers of the Municipality of Anywhere on Wednesday, May 15, 2013, commencing at 8:00 p.m for the purpose of discussing and acting upon the following item(s):

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

SIGNED

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____

NAME _____ DATE _____

Chief Administrative Officer, I. R. Organized
Municipality of Anywhere

DATE: _____

MUNICIPALITY OF ANYWHERE

WRITTEN NOTICE OF A SPECIAL MEETING OF COUNCIL CALLED
UNDER AUTHORITY OF SECTION 194 OF THE MUNICIPAL GOVERNMENT ACT

TO: MAYOR _____

COUNCILLORS _____

The Mayor has requested that a special meeting of council be held in the council chambers of the Municipality of Anywhere on Wednesday, May 15, 2013, commencing at 8:00 p.m. for the purpose of discussing and acting upon the following item(s) of business:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Chief Administrative Officer, I. R. Organized
Municipality of Anywhere



February 23, 2017

Town of Sundre
PO Box 420
Sundre, AB
T0M 1X0

Mountain View Seniors' Housing Foundation
#301, 6501 - 51st Street
Olds, Alberta T4H 1Y6
Ph: 403-556-2957
Fax: 587-796-0773



Re: 2nd Annual Powered by the People Gala

To Town Council;

We are hosting our 2nd Annual Powered by the People Gala in Didsbury on May 6, 2017. As in the past the success of our events has largely been due to the contribution of our sponsors who have gone out of their way to lend financial support to our events. Every year the money raised at our events has been used to purchase furniture and equipment for our seniors' lodges and self-contained apartments in order for our seniors to have a safe and more home-like environment.

We ask that you consider supporting this event by joining hands with us as a sponsor. As a sponsor, your municipality is sure to receive exposure at the event and all promotions for the event. You will also receive tickets to the Gala (quantity depends on level of sponsorship) for individuals from your council.

We have several different packages for sponsorship and these are detailed in the brochure that is enclosed with this letter. You can choose how you would want to participate in the event and how you would like to help make our seniors lives better.

We look forward to hearing from you. In case you have any questions please feel free to contact me at the numbers given on the brochure enclosed. Thank you for your consideration.

Sincerely,

Ralene McCulloch
Executive Assistant
Mountain View Seniors' Housing Foundation

Making a difference in our community!

Mountain View Seniors' Housing Foundation supports four lodges and ten senior self-contained buildings in the Mountain View County and is a registered charity established in 2002. The Foundation is intended to be a vehicle through which funds can be raised to assist the work of Mountain View Seniors' Housing. We raise funds on behalf of MVSH so we can purchase furniture and equipment and help fund activities bettering the lives of our seniors.

The Foundation is governed by a volunteer Board of Directors, with operations managed by a part-time Executive Director.

Vision

Mountain View Seniors' Housing Foundation supports a culture of caring and sustainability by ethically fundraising to improve the quality of life for our residents, through individual donors, corporate and community partnerships.

Mission

Mountain View Seniors' Housing Foundation is a trusted charity that aims to raise awareness and funds by collaborating with community partners with a goal to transform our buildings into homes and to provide quality care and outcomes for our residents.



Mountain View Seniors' Housing Foundation

Ralene McCulloch, Executive Director
P: 403-556-2957 or C: 403-507-5300
E: ralene.mcculloch@mvsh.ca



www.mvsh.ca

Mountain View Seniors' Housing Foundation

2nd Annual Powered by the People Gala

In Support of:





2nd Annual Powered by the People Gala - May 6, 2017



Mountain View Seniors' Housing Foundation is excited to host our 2nd Annual Powered by the People Gala & Fundraising Event

Join us May 6, 2017 at 7pm at the Didsbury Multi-Purpose Room at the Memorial Complex at 1702 - 21 Ave in Didsbury, Alberta.

Cocktail Reception with Entertainment by Adria McCulloch & Tom King.

Semi-formal attire. Tickets \$100 per person.

SPONSORSHIP

The Mountain View Seniors' Housing Foundation has two key annual fundraising events.

- Our Powered by the People Gala in the spring which brings together our community, sponsors and vendors for a night of entertainment and networking.
- Our Annual Golf Classic held in the September

The Foundation operates a Sponsorship Program that provides an opportunity for organizations to contribute at a variety of donation levels for each Annual Event.

Sponsorship dollars assist with presenting the two annual fundraising events.

Where Does Your Support Go?

When you donate to Mountain View Seniors' Housing Foundation we are able to enhance the lives of our residents by funding activities, purchasing specialized furniture and equipment that is needed to create safe and homelike environments. As a trusted local charity, Mountain View Seniors' Housing Foundation strives to support keeping our seniors in our communities.

For Tickets and Sponsorship

Tickets and Sponsorship can be purchased online at www.mvsh.ca or by contacting Ralene McCulloch at:

P: 403-556-2957 or 403-507-5300
E: Ralene.McCulloch@mvsh.ca

Silent Auction Sponsorship

Name acknowledge on silent auction table and in the evening program.

All silent auction items need to be delivered to Mountain View Seniors' Housing Foundation by April 21, 2017.

Mountain View Seniors' Housing Foundation
#301, 6501 - 51st Street
Olds, Alberta T4H 1Y6

Gala Sponsorship Opportunities

Platinum Sponsor - \$3,000

- 10 tickets to the Gala event (\$1000 value)
- Superior signage at the Gala
- Major Sponsor recognition during the event
- Your logo on all Guest gifts
- ½ page recognition in our evening program
- Logo on our Gala webpage for a year
- Recognition on our Facebook page

Gold Sponsor - \$1,500

- 4 tickets to the Gala event (\$400 value)
- Logo prominence at the Gala
- Sponsor recognition during the event
- ¼ page recognition in our evening program
- Recognition on our Facebook page

Silver Sponsor - \$1,000

- 2 tickets to our Gala Event (\$200 value)
- Logo prominence at the Gala event
- Logo acknowledgment in our evening program
- Recognition on our Facebook page

Bronze Sponsor - \$500

- 2 tickets to our Gala Event (\$200 value)
- Logo acknowledgment in our evening program
- Recognition on our Facebook page

Making a difference in our community!

In Support of:

