



# AGENDA

## Municipal District #124 ORGANIZATIONAL MEETING Wednesday, October 23, 2024 - 9:00 AM - Council Chambers

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### ADOPTION OF AGENDA

- 1.1 October 23, 2024, Organization Meeting Agenda

*Proposed Motion: Move to adopt the October 23, 2024, Organization Meeting Agenda as presented.*

### APPOINTMENT OF DEPUTY REEVE

- 2.1 Appointment of Deputy Reeve 6

Call for Nominations

*Proposed Motion: Move to appoint \_\_\_\_\_ as Deputy Reeve.*

[RFD - Appointment of Deputy Reeve](#)

- 2.2 Oath of Office - Deputy Reeve

### BYLAWS

- 3.1 Bylaw 2018-04 Council Code of Conduct Review 7 - 10

*Proposed Motion: Move to accept the review of Bylaw 2019-8-04 Council Code of Conduct as information.*

[2018-04 Council Code of Conduct](#)

- 3.2 Bylaw 2021-12 Organizational and Procedural Bylaw Review 11 - 28

*Proposed Motion: Move to accept the review of Bylaw 2021-12 Organizational and Procedural Bylaw as information.*

[2021-12 Organizational and Procedural Bylaw](#)

### DESIGNATED SIGNING AUTHORITIES

- 4.1 Designated Signing Authorities 29 - 30

*Proposed Motion: Move that Council designate Murray Kerik (Reeve) or \_\_\_\_\_ (Deputy Reeve) AND Barry Kolenosky (Chief Administrative Officer) or Holly Omelchuk (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124.*

[RFD - Designated Signing Authorities](#)

[ADM-12-12 Bank Account Policy](#)

### MEETING DATES AND TIMES

- 5.1 Meeting Dates and Times 31 - 53
- Proposed Motion: Move to accept the the following Meeting dates and times as presented.*
- [RFD - Regular Meeting Dates and Times](#)  
[2021-12 Organizational and Procedural Bylaw](#)  
[2024 Council Calendar](#)  
[2025 Council Calendar](#)

**REMUNERATION**

- 6.1 Policy CL-11-07 Council Appointed Board Member-At-Large Remuneration 54 - 59
- Proposed Motion: Move to accept Policy CL-11-07 Council Appointed Board Member-At-Large Remuneration Review as information.*
- [RFD Council Appointed Board Member Remuneration](#)  
[CL-11-07 Council Appointed Board Member-At-Large Remuneration](#)
- 6.2 Council Remuneration Policy 60 - 69
- Proposed Motion: Move to accept CL-11-06 Council Remuneration Policy review as information.*
- [RFD - Council Remuneration](#)  
[CL-11-06 Council Remuneration \(2024\)](#)
- 6.3 Travel and Subsistence(without receipts) 70 - 73
- Proposed Motion: Move to accept K.20 Travel and Subsistence Expenses Policy review as information.*
- [RFD - Travel and Subsistence](#)  
[K20 - Subsistence and Travel Expenses](#)

**COMMITTEE AND BOARD APPOINTMENTS**

- 7.1 Board and Committee Appointments 74 - 96
- [Board and Committee Appointments](#)
- 7.2 Agricultural Service Board
- Proposed Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Agricultural Service Board until the 2025 Organizational Meeting of Council.*
- 7.3 Veterinary Services Incorporated
- Proposed Motion: Move to appoint \_\_\_\_\_ as member and \_\_\_\_\_ as alternate to the Veterinary Services Incorporated until the 2024 Organizational Meeting of Council.*
- 7.4 Agricultural Acts Appeal Panel
- Proposed Motion: Move to appoint \_\_\_\_\_ to the Agricultural Act Appeal Panel until the 2025 Organizational Meeting of Council.*
- 7.5 Lesser Slave Regional Waste Management Services Commission
- Proposed Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ to the Lesser Slave Regional Waste Management Services*

*Commission until the 2025 Organizational Meeting of Council.*

7.6 Athabasca Regional Waste Management Services Commission

*Proposed Motion: Move to appoint Councillors \_\_\_\_\_ and \_\_\_\_\_ to the Athabasca Regional Waste Management Services Commission until the 2024 Organizational Meeting of Council.*

7.7 Community Futures Slave Lake Region

*Proposed Motion: Move to appoint Councillor \_\_\_\_\_ to the Community Futures Slave Lake Region Board until the 2025 Organizational Meeting of Council.*

7.8 Community Futures Tawatinaw Region

*Proposed Motion: Move to appoint Councillor \_\_\_\_\_ to the Community Futures Tawatinaw Board until the 2025 Organization Meeting of Council.*

7.9 Inter-Municipal Committee

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to the Inter-Municipal Committee until the 2025 Organizational Meeting of Council.*

7.10 Lesser Slave Watershed Council

*Proposed Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ as alternate to the Lesser Slave Lake Watershed Council until the 2025 Organizational Meeting of Council.*

7.11 Athabasca Watershed Council

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Athabasca Watershed Council until the 2025 Organizational Meeting of Council.*

7.12 Peace Library System

*Proposed Motion: Move to appoint \_\_\_\_\_ as member and \_\_\_\_\_ as alternate to the Peace Library System until the 2025 Organizational Meeting of Council.*

7.13 Slave Lake Regional Library Board

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Slave Lake Regional Library Board until the 2025 Organizational Meeting of Council.*

7.14 Community Education Committee

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Community Education Committee until the 2025 Organization Meeting of Council.*

7.15 Slave Lake Airport Services Commission

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to the Slave Lake Airport Services Commission until the 2025 Organizational Meeting of Council.*

7.16 Subdivision and Development Appeal Board

*Proposed Motion: Move to appoint \_\_\_\_\_ as member and \_\_\_\_\_ as alternate to the Subdivision and Development Appeal Board until the 2025*

*Organizational Meeting of Council.*

7.17 Municipal Planning Commission

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to the Municipal Planning Commission until the 2025 Organizational Meeting of Council.*

7.18 Lesser Slave Lake Regional Housing Authority

*Proposed Motion: Move to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Lesser Slave Lake Regional Housing Authority until the 2025 Organizational Meeting of Council.*

7.19 Homeland Housing

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Homeland Housing until the 2025 Organizational Meeting of Council.*

7.20 Slave Lake Chamber of Commerce

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Slave Lake Chamber of Commerce until the 2025 Organizational Meeting of Council.*

7.21 Slave Lake Regional Tourism Society

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Slave Lake Regional Tourism Society until the 2025 Organizational Meeting of Council.*

7.22 Reeve Appointments include the following Boards:

- Northern Alberta Development Council (NADC)/Northern Alberta Elected Leaders Council (NAEL)
- Wildfire Legacy Corporation
- Pembina River District 3
- Alberta North Central Alliance (ANCA)

7.23 Alberta North Central Alliance

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_ as members and \_\_\_\_\_ as alternate to the Alberta North Central Alliance until the 2025 Organizational Meeting of Council.*

7.24 Tri-Council Health Advocacy Committee

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ to the Tri-Council Health Advocacy Committee until the 2025 Organizational Meeting of Council.*

7.25 Alberta-Pacific Forest Industries (AI-Pac)

*Proposed Motion: Move to appoint \_\_\_\_\_ as member to the AI-Pac Forest Industries Landscape Advisory Group until the 2025 Organization Meeting of Council.*

7.26 Northern Lakes College (NLC) Program Advisory Committee - Business Programs

*Proposed Motion: Move to appoint \_\_\_\_\_ as member to the Northern Lakes College (NLC) Program Advisory Committee - Business Programs until the 2025 Organizational Meeting of Council.*

7.27 Health Advocacy Subcommittee

*Proposed Motion: Move to appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Health Advocacy Subcommittee until the 2025 Organizational Meeting of Council.*

## **CONFIDENTIAL ITEMS - CLOSED SESSION**

8.1 Closed Session as per Section 19 of the FOIP Act

*Proposed Motion: Move to go into Closed Session at \_\_\_\_\_ a.m.*

*Proposed Motion: Move to return to Open Session at \_\_\_\_\_ a.m.*

## **MEMBER-AT-LARGE APPOINTMENTS**

9.1 Agricultural Service Board

*Proposed Motion: Move to appoint \_\_\_\_\_ as Members-at-Large to the Agricultural Service Board until the 2025 Organization Meeting of Council*

9.2 Agricultural Act Appeals Panel

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Agricultural Act Appeals Panel until the 2025 Organizational Meeting of Council.*

9.3 Lesser Slave River Housing Authority

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Lesser Slave River Housing Authority until the 2025 Organization Meeting of Council.*

9.4 Slave Lake Regional Library Board

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Slave Lake Regional Library Board until the 2025 Organization Meeting of Council.*

9.5 Municipal Planning Commission

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Municipal Planning Commission until the 2025 Organization Meeting of Council.*

9.6 Subdivision and Development Appeal Board

*Proposed Motion: Move to appoint \_\_\_\_\_ to the Subdivision and Development Appeal Board until the 2025 Organizational Meeting of Council.*

## **ADJOURNMENT**



**Lesser Slave River**

**Request for Decision**

Title	<b>Appointment of Deputy Reeve</b>
Date	10/23/2024
Presented By:	Barry Kolenosky, CAO
Attachments	N/A

Proposed Motions	<i>Move to appoint _____ as Deputy Reeve.</i>
Administrations Recommendation(s)	As proposed

**Call for Nominations:**

**Background:**

In accordance with Section 159(1) of the *Municipal Government Act* and in accordance with Section 3 of Bylaw 2021-12 Organizational and Procedural Bylaw, the chief elected official shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.

Annually at the Organizational Meeting of Council, Council shall appoint the Deputy Reeve.

The Reeve will call for nominations of Deputy Reeve. If there are more than one nomination, a secret ballot must be taken. If one nomination is accepted, a motion will be made.

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Prepared by: Marilyn Gladue, Executive Assistant  
Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
Approved by: Barry Kolenosky, Chief Administrative Officer



## **BYLAW 2018-04**

**OF THE MUNICIPAL DISTRICT OF LESSER SLAVE RIVER NO. 124**

*Being a Bylaw of the Municipal District*

*Council Code of Conduct Bylaw*

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**WHEREAS** Section 146.1 of the Municipal Government Act directs that the Municipal District establish a code of conduct governing the conduct of councillors by bylaw and that it must apply to all councillors equally;

**WHEREAS** Section 146.1 of the Municipal Government Act allows the Municipal District to establish a code of conduct of members of council committees and other bodies established by Council who are not councillors;

**WHEREAS** the Municipal Government Act does not provide any specific authority to enforce a code of conduct, a councillor must not be disqualified or removed from office for a breach of the code;

**WHEREAS** the intended outcomes of this code of conduct are that Municipal District councillors will conduct themselves in an appropriate manner, that all councillors within the Municipal District will be held accountable for their conduct, that councillor misconduct will be dealt with consistently, and that code of conduct provisions are appropriately enforced; and

**WHEREAS** Council, as a whole, and each councillor individually recognize that their overarching responsibility is to act in the best interests of the Municipal District as a whole.

**NOW THEREFORE**, the Council for the Municipal District of Lesser Slave River No. 124, duly assembled, enacts as follows:

**1. Title**

This bylaw will be cited as the "Council Code of Conduct Bylaw."

**2. Purpose**

- a. To affirm Council's commitment to good governance practices in support of open, transparent and effective democracy;
- b. To preserve the integrity of Council and Administration;
- c. To provide guidance to Council to ensure that each member of Council is afforded reasonable and fair treatment; and
- d. To assist Councillors in avoiding problems related to role clarity and behavior.

**3. Definitions**

**"Councillor"** means any member of Council including the Reeve and Deputy Reeve;

**"Member at Large"** means any person appointed by Council to a committee or other body established by Municipal District Council who are not councillors.

**4. Statement of to Whom and to What the Bylaw Applies**

The Council Code of Conduct Bylaw applies to Municipal District councillors and members at large to facilitate appropriate behavior with respect to their roles and responsibilities as pursuant to Section 153 of the Municipal Government Act. Unless, excepted in the bylaw, bylaw provisions apply to both councillors and members at large.

**5. Participation at Meetings of Council and Council Committees**

To ensure a robust democratic legitimacy and to enhance the public's confidence in their democratic institutions, Council commits to conduct its business openly and transparently.

## **6. Representing the Municipal District Outside of Council and Council Committee Meetings**

Council members are not restricted in any public statement that they choose to make but as a member of Council, they are expected to:

- i. Support the respective roles of the Council and the Administration;
- ii. Support the current policies of Council; and
- iii. Support the decisions of Council.

## **7. Respect for Council Decisions and the Decision-Making Process of Council**

- a. Each member of Council shall give priority to the meetings of Council and ensure that distractions are eliminated so that they can focus on the business of Council.
- b. Council shall be responsible for policy development with the advice of the Municipal District Chief Administrative Officer and the Chief Administrative Officer shall be responsible for policy implementation with the advice of Council.
- c. It is expected that Councillors will come prepared to make informed decisions on the issues placed before them as a Council.
- d. It is expected that Councillors will actively participate in debate and the decision-making process.
- e. Once a decision has been made by Council as a whole, that decision is supported by all members of Council as the direction of the Municipal District, regardless of whether as individuals they supported the decision or opposed it.

## **8. Adherence to Council Policies, Procedures, and Bylaws**

Councillors shall seek to serve the public interest by upholding both the letter and spirit of Council policies, procedures, and bylaws and be seen as doing such.

## **9. Interactions with Council Members, Municipal District Staff, and Members of the Public**

Each Councillor shall ensure that their behavior towards other members of Council, Municipal District staff (the Administration), and representatives of the public before, during or following a meeting or hearing is at all times:

- i. Courteous, professional, fair, and unbiased;
- ii. Contributes to the preservation of orderly decorum and the effectiveness of the meeting or hearing;
- iii. Avoids sarcasm, derogatory comments or questions or comments that are meant to embarrass;
- iv. Contributes to the creation of a respectful workplace; and
- v. Is respectful of the rulings of Council as a whole.

## **10. Releasing or Communicating Information to the Public or Media**

- a. The Reeve, or in the Reeve's absence, the Deputy Reeve, is the official spokesperson for the Municipal District.
- b. Councillors acknowledge that official information related to Council decisions will be communicated to the community and the media on behalf of Council as a whole.

## **11. Conflict of Interest Avoidance, Including the Receipt of Gifts or Other Benefits**

Councillors shall not engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Examples include, but are not limited to:

- a. The use of any influence of the office for any purpose other than official duties;
- b. The use of any information gained in the execution of the office that is not available to the general public for any purpose other than for official duties;
- c. Placing themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment;
- d. Influence any Council decision or decision-making process involving or affecting any person or organization in which a councillor has a financial interest; or

- e. Receive gifts or take advantage of services or opportunities for personal gain that are not available to public in general beyond items provided as part of official duties (e.g. convention gift bag items or event attendance with established business vendor such as a utility company to foster Municipal District - business relations).

## **12. Appropriate Use of Influence of Office**

Councillors shall conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and the Administration. Council shall:

- a. Refrain from giving direction to any Municipal District employee or contracted resource, except through the Chief Administrative Officer.
- b. Convey all concerns or requests for action or information directly to the Chief Administrative Officer or, where appropriate and agreed by the Chief Administrative Officer, communicate with a Municipal District employee without committing the Municipal District to any specific course of action, expenditure, or use of Municipal District resources outside of the Municipal District's established policies, procedures, or budget, or otherwise;
- c. Not solicit, demand or accept the services of any Municipal District employee or contracted resource outside of the Municipal District's established policies, procedures, or budget, or otherwise; and
- d. Not advocate for the promotion, sanction, or termination of any Municipal District employee.

## **13. Appropriate Use of Municipal Assets and Services**

No councillor shall use or attempt to use the Municipal District's property, funds, services, or information for personal benefit or to the benefit of any other individual benefiting from an individual councillor relationship.

## **14. Treatment of Information Received in Confidence**

Each member of Council shall keep confidential any matters presented to Council in confidence or dealt with during an in camera (closed) meeting of Council.

## **15. Obligation to Attend Orientation or Training Sessions Offered by the Municipal District**

All councillors must attend the orientation sessions and training opportunities that may be provided during the term or following election.

## **16. Complaints**

- a. The complaint shall be in writing outlining the facts, issues and implications, dated, signed by the complainant, and submitted to Council through the Chief Administrative Officer during a closed session of Council.
- b. The review and evaluation of the complaint is made by a committee of Council appointed by Council for this purpose.
- c. The committee appointed for the purpose of reviewing the complaint shall provide a written report concerning its findings and its recommendations which, if the allegations are supported, could include sanctions.
- d. After considering the written report of the committee appointed by Council for reviewing a specific code of conduct infraction, Council can either find that the complaint was not valid or it can find that it has merit. The decision shall be expressed by way of Council resolution in an open Council meeting.
- e. The complainant will be notified in writing of the outcome of the complaint.

## **17. Validity of Complaint**

- a. An anonymous complaint shall not be considered valid.
- b. To determine validity of a complaint, the committee appointed by Council for reviewing a specific code of conduct infraction shall determine the facts, issues, and implications of the complaint. An evidence basis approach will be used for process that may include, but is not limited to resolving, the following:
  - i. Did the event occur?
  - ii. Who was present or aware of the event?
  - iii. Who was impacted?
  - iv. What was the infraction?
  - v. Where did it take place?

- vi. When did it take place?
- vii. How many times did it occur?
- viii. How did it occur?
- ix. What was the damage?
- x. Could it happen again?
- xi. Ethically: Was someone disregarded? Was someone caused harm or had a benefit removed? Was someone treated unfairly?

**18. Sanctions**

- a. Should a councillor be found to have breached the provisions of this bylaw by Council, Council may, at its discretion, impose one or more of the following sanctions:
  - i. Provide a letter of reprimand to the councillor;
  - ii. Request an apology, public or otherwise, from the councillor
  - iii. Request the councillor to attend appropriate training
  - iv. Suspend or remove the councillor from Council appointed committees and positions (e.g. Deputy Reeve)
  - v. Restrict privileges of attending events, conferences, and workshops at Municipal District expense (i.e. the Municipal District would not cover said expenses)
  - vi. Require the councillor to return municipal property
  - vii. Restrict the councillor to attendance to municipal facilities
  - viii. Follow other sanction actions endorsed by Council that do not contravene the ability of the councillor to attend regular Council meetings that, if missed, would result in councillor disqualification.
- b. In the case that a valid complaint concerns a Member-at-Large, that individual can be relieved of his or her appointment by Council as a means of sanction.

**19. Implementation Date**

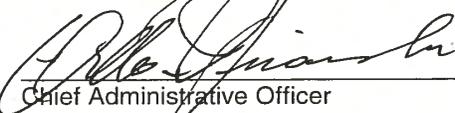
This bylaw becomes effective and comes into force upon the date of final passage.

**20. Review Date**

This bylaw must, at minimum, be reviewed annually during the organization meeting of Council.

Read a first time this 13<sup>th</sup> day of June, A.D., 2018

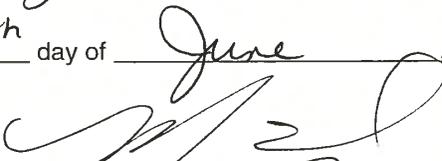
  
 \_\_\_\_\_  
 Reeve

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

Read a second time this 13<sup>th</sup> day of June, A.D., 2018

Approved unanimously this 13<sup>th</sup> day of June, A.D., 2018

Read a third time and finally passed, this 13<sup>th</sup> day of June, A.D., 2018

  
 \_\_\_\_\_  
 Reeve

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



## **BYLAW 2021-12**

*Being a Bylaw of the Municipal District of Lesser Slave River No. 124,  
in the Province of Alberta, to be known as "The Organizational and Procedural Bylaw."*

**WHEREAS**, pursuant to Section 145 of the Municipal Government Act, RSA 2000, Chapter M-26, Council may adopt bylaws in relation to the establishment and functions of council Committees and the procedure and conduct of Council and Council Committees;

**AND WHEREAS**, pursuant to Section 203 of the Municipal Government Act, Council may by bylaw delegate its powers, duties or functions to a Council Committee;

**AND WHEREAS**, the Municipal Government Act governs the conduct of Council, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

**NOW THEREFORE**, the Council of the Municipal District of Lesser Slave River, duly assembled, enacts as follows:

### **BYLAW INDEX**

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20. Enactment/Transition

**1. Definitions**

“Act” or “MGA” means the *Municipal Government Act (MGA), RSA 2000, Chapter M-26*, as amended, or any statute enacted in its place.

“Administration” means the Chief Administrative Officer (CAO) or an employee accountable to the CAO.

“Agenda” means the list of items and order of business for any Meeting.

“Chair” means the person who has been given authority to direct the conduct of a Meeting; for Meetings of Council the Chair is the Reeve.

“Challenge” means an appeal of a ruling of the Chair.

“Chief Administrative Officer” means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

“Council” means the duly elected municipal Council of the Municipal District of Lesser Slave River.

“Council Committee(s)” means a Special Committee, Board or other body that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole.

“Committee of the Whole” means a Committee comprised of all Council which conducts itself as a Committee of Council.

“Corporate Record” means the record of agendas, minutes and other related Meeting material, which is dealt with by Council or Council Committees. It also includes all documents to which the Municipal’s corporate seal is affixed.

“Councillor” means a Member of Council elected pursuant to the *Local Authorities Election Act*.

“Deputy Reeve” means the Member of Council who has been appointed and/or determined to act in the absence or incapacity of the Reeve.

“Designated Officer” means individuals appointed to designated officer positions under the *Municipal Government Act*.

“Freedom of Information and Protection of Privacy Act” (FOIP Act) means the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25*, as amended, or any statute enacted in its place.

“General Municipal Election” means an election held in the Municipality to elect the Member of Council as described in the *Local Authorities Elections Act, RSA 2000, Chapter L-21*, as amended, or any statute enacted in its place.

“Closed Session” means a Meeting or a portion of a Meeting that is closed to the public in accordance with the *FOIP Act*.

“Reeve” means the Chief Elected Official as defined by the Act.

“Meeting” is a Regular Meeting, Special Meeting or Committee of the Whole of Council Meeting held in accordance with the Act.

“Minutes” means the formal record of decisions, without note or comment, of a Meeting.

“Member” means a Member of Council duly elected who continues to hold office, or a Member of a Council Committee duly appointed by Council to that Committee.

“Municipality” means the municipal corporation of the Municipal District of Lesser Slave River No. 124 or the area contained within its boundaries.

“Municipal Office” the municipal office shall be the administration office located in Slave Lake.

“Oath” means when a person is required to take an official oath on being appointed to an office.

“Orders of Business” means the order of business and time schedule for a Council Meeting.

“Organizational Meeting” means the annual Organizational Meeting of Council held pursuant to the Act.

“Pecuniary Interest” is described as something which could monetarily affect the Member, their spouse, or adult interdependent partner, or children, their parents, or the parents of their spouse (in other words, their immediate family), or a business which employs the Member or in which they have an interest. Pecuniary interest means an interest in a matter which could monetarily affect:

- The Member
- a corporation, other than a distributing corporation, in which the Member are a shareholder, director or officer
- a distributing corporation in which the Member
  - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which they are a director or officer
- a partnership or firm of which they are a member

“Person” means without limiting the generality of the term, any individual or any business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.

“Point of Order” means a demand by a Councillor that the Chair enforces the rules of procedure.

“Point of Privilege” means a request made to the Chair by a Councillor on any matter related to the rights and privileges of Councillors and includes

- Comfort of Councillors
- Conduct of Municipal employees or members of the public in attendance
- The reputation of Council and Councillors

“Postpone” means to delay consideration of a matter to a later date or indefinitely.

“Public Hearing” means a Meeting or portion of a Meeting that Council is required to hold under the Act or another enactment for the primary purpose of hearing submissions.

“Quorum” means the number of Members entitled to vote who must be present in order to conduct a Meeting and is a majority of the Membership of the voting body.

“Recess” means to take a short break in the order of business or an agenda item of a Meeting with the intent of returning to that order of business or agenda item at the same Meeting.

“Refer” means to send a pending motion or agenda item to a Council Committee or administration for investigation and report.

"Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table.

**2. Application and Interpretation**

- 2.1 This Bylaw will govern all Council Meetings and Council Committee Meetings, unless otherwise specified in this bylaw as applicable only to Council or only to Council Committee. This Bylaw shall be binding upon all Committee Members, whether Council or public Members.
- 2.2 To the extent that a matter is not dealt with in the Act or by this Bylaw, Members will have regard to Robert's Rules of Order.
- 2.3 The precedent of rules governing the procedure of Council and Council Committees is:
  - a) The Act,
  - b) Other provincial legislation,
  - c) This Bylaw, and
  - d) Robert's Rules of Order (current edition).
- 2.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of Council Members present vote in favour of dealing with the matter under consideration.

**3. Chief and Deputy Chief Elected Official**

- 3.1 In accordance with the Act, the chief elected official (CEO) shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.
- 3.2 Annually, at the Organizational Meeting, Council shall appoint a Deputy Reeve.
- 3.3 Members shall address the CEO as "Your Worship" or the Chair as "Mr./Madam Chair" and shall refer to each other as "Councillor."

**4. Providing Notice of Meetings**

- 4.1 Except for meetings scheduled on the adopted Meeting Calendar, the CAO must notify Council and the public as soon as possible, no less than twenty-four (24) hours in advance, when meetings are scheduled, rescheduled, postponed or cancelled. Notice is deemed to be given by:
  - a) notifying Council;
  - b) updating the Municipalities website;

**5. Meetings**

**5.1 Organizational Meetings**

- 5.1.1 An Organizational Meeting of Council shall be held annually as required by the Act.
- 5.1.2 At this Meeting, Council shall by resolution:
  - a) appoint a Deputy Reeve in accordance with the Act;
  - b) set the dates, times and locations for the Regular Council Meetings (if all Councillors are present);
  - c) set dates and times for Committee Meetings, if deemed necessary by Council;
  - d) appoint Councillors as Members on Committees, Boards and Commissions, as required;
- 5.1.3 Council will conduct any other business identified within the Organizational Meeting agenda.

**5.2 Inaugural Meeting**

- 5.2.1 The first Meeting immediately following a general municipal election must be called the Inaugural Meeting.
- 5.2.2 The Inaugural Meeting shall be held within fourteen (14) days following a general municipal election.
- 5.2.3 Each Councillor, including the Reeve, must take the Oath of office, as prescribed by the Act, as the first order of business.
- 5.2.4 Until the Reeve has taken the oath of office, the CAO must be designated Chair.
- 5.2.5 Each Councillor, including the Reeve, must affirm the Council Code of Conduct Bylaw.

**5.3 Regular Meetings**

- 5.3.1 Council will hold Regular Meetings on the dates established at the Organizational Meeting, typically every second and fourth Wednesday. If a regular Council Meeting falls on a statutory holiday, or event, the Meeting will occur on the next business day unless otherwise voted on by Council.
- 5.3.2 Regular Council Meetings and Public Hearings will be held in Council Chambers at the Slave Lake Administration Building unless otherwise scheduled and advertised.
- 5.3.3 Council and Committee Meeting dates and changes must be determined with input from the CAO to minimize conflict between meetings and to ensure proper notification of the public.
- 5.3.4 Council and Committees may cancel or revise their respective meetings or schedule additional meeting dates or times as required in consultation with the CAO. The CAO must provide notice of the changes or additions.
- 5.3.5 The Chair may cancel a scheduled Meeting in consultation with the CAO if the deadline for agenda submissions has passed and there is no time-sensitive business to bring to that Meeting.

**5.4 Special Meetings**

- 5.4.1 In accordance with the Act, a Special Council Meeting shall be scheduled by the CAO when required to do so by the Reeve or by a majority of Council.

**5.5 Committee of the Whole**

- 5.5.1 There shall be a Committee of the Whole comprising all Members of Council.
- 5.5.2 The Reeve must be Chair of the Committee of the Whole Meeting unless the Reeve chooses another individual to act as Chair. The Reeve may at any time resume the Chair.
- 5.5.3 Committee of the Whole Meetings may be held immediately following the adjournment of the Regular Meeting.
- 5.5.4 The Reeve, in consultation with the CAO, may call for a Committee of the Whole Meeting at any time.

- 5.5.5 Subject to the Act, the business of a Committee of the Whole Meeting may include but is not limited to:
  - a) Briefings from Councillor(s), administration and public, and
  - b) Consideration of policies, bylaws and plans for recommendation to Council
- 5.5.6 Committee of the Whole may:
  - a) receive delegations and submissions
  - b) meet with other municipalities and other levels of governments
- 5.5.7 The Committee of the Whole is authorized only to make recommendations, by motion, to Council.
- 5.5.8 In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole Meeting must not hold Public Hearings.
- 5.5.9 Committee of the Whole may move into Closed Session in accordance with the Act and the FOIP Act. No motions may be made when the Committee of the Whole is sitting Closed Session in accordance with the FOIP Act except motions to return to the public Meeting. The following exceptions to the bylaw apply to Committee of the Whole:
  - a) Councillors may discuss an issue without a motion on the floor
  - b) Councillors may speak to an issue for longer than 5 minutes
  - c) Councillors must first be recognized by the Chair prior to speaking but may then direct questions and answers to administration and each other
  - d) Minutes of a Committee of the Whole Meeting shall be adopted by motion at the next Committee of the Whole Meeting

**5.6 Public Hearings**

- 5.6.1 Council must conduct the Public Hearing during a Regular or Special Council Meeting.
- 5.6.2 Public Hearing Procedures:
  - a) The Chair shall state the purpose of the public hearing (i.e. bylaw number and general description of the bylaw) and declare the hearing open. The Chair will outline the public hearing procedures for all those present.
  - b) The CAO shall confirm that the public hearing has been advertised in accordance with the applicable legislation and present an overview regarding the resolution, bylaw, or matter to be dealt with.
  - c) The Chair shall allow presentations from the public. Public presentations may be made verbally, in writing, or both, with copies of written submissions filed with the CAO.
  - d) The Chair shall request those who wish to make a verbal presentation to identify themselves.
  - e) Those in support of the proposed bylaw, resolution, or matter to be dealt with. Each presenter will be given one opportunity to address Council. Written submissions in support shall be read into record.
  - f) Those opposed to the proposed bylaw, resolution, or matter to be dealt with. Each presenter will be given one opportunity to address Council. Written submissions that are opposed shall be read into record.
  - g) The applicant (if applicable), to make closing comments.

- h) Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration.
  - i) A delegation of more than one member shall be considered to be one person for the purpose of a public hearing. Regardless of the number of members of the delegation who may be present, one spokesperson shall be entitled to speak once only for a limit of 10 minutes.
  - j) Councillors may ask persons making presentations questions to clarify the speaker's comments. Council will not debate the matter during the hearing. The decision(s) regarding whether or not to grant the bylaw(s) further readings or approve the resolution will be dealt with following the close of the public hearing, which may be later in the Meeting or at a subsequent Meeting.
  - k) Council may resolve to reopen a Public Hearing which has been concluded when it is determined that critical new information has arisen, provided that the Public Hearing is reopened at the same Meeting of Council or is scheduled for another specific Meeting of Council in the future and follows same advertising protocols.
  - l) The Chair shall adjourn the public hearing when all persons wishing to speak on an issue have been given the opportunity to speak.
- 5.6.3 The Minutes of a Public Hearing will reflect the presenters' names and include a summary of the presentations.
- 5.6.4 The Minutes are to be adopted at the next Regular Council Meeting.
- 5.6.5 The vote on an item for which a Public Hearing has been held must comply with the following:
- a) Councillors who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter; and
  - b) Councillors who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
- 5.6.6 If there is more than one (1) Public Hearing on the agenda, the Reeve must close one (1) Public Hearing before opening another Public Hearing.

**6. Quorum**

- 6.1 Quorum of Council is a majority of Council.
- 6.2 At the time set for the start of the Meeting, if a quorum is present, the Reeve/Deputy Reeve must call the Meeting to order.
- 6.3 If Quorum is not achieved within thirty (30) minutes after the time the Meeting is scheduled to begin, the CAO will document the names of those who are present, and the Meeting will be adjourned and rescheduled.
- 6.4 When a Councillor leaves Council Chambers while a Meeting is in progress, the minutes shall reflect the time of departure and return.
- 6.5 If at any time during a Meeting the Quorum is lost, the Meeting must be recessed, and if Quorum is not achieved again within fifteen (15) minutes, the Meeting must be deemed to be adjourned.
- 6.6 Members shall notify in advance, either the Chair or CAO, if the Member will be absent from a Meeting.

- 6.7 If vacancies, illness or disability reduces the number of Councillors to less than a quorum, the Minister will determine a quorum.
- 6.8 The rules of Quorum shall apply to Committees and Council Committees.

**7. Electronic Communication System Meetings**

- 7.1 In addition to ordinary Public Meetings, Council Meetings can be held by means of electronic or other communication facilities if:
  - a) it is to be a public Meeting; public notice is given on the Meeting, how it is to be conducted and where they can watch or listen to it;
  - b) the facilities allow the public to watch or listen to the Meeting at a place specified in the public notice of the Meeting, and at least one Designated Officer is in attendance at that place, and
  - c) the facilities allow all the Councillors at the Meeting to participate in it and to hear or watch, as the case requires, the discussion by all of the other participants at the Meeting and to vote.
- 7.2 A Councillor participating in a Meeting described above is considered to be present at the Meeting.

**8. Electronic Devices**

- 8.1 Cell phone use is prohibited during a Meeting and must be set to silent.
- 8.2 Meetings may be recorded at the approval of the Chair.

**9. Agendas and Minutes**

- 9.1 The CAO has the authority to set out the standard order of business for agendas and may follow the agenda structure:

**Regular Council Meeting**

- Title and Heading
- Call to Order
- Acceptance of the Agenda
- Approval of Minutes
- Announcements
- Delegations
- Public Hearings
- Bylaws
- Reports
- Requests for Decision
- Financial
- Confidential Items – Closed Session
- Notice of motion
- Adjournment

**Committee of the Whole**

- Title and Heading
- Call to Order
- Acceptance of the Agenda
- Reports & Presentations
- Consideration of Bylaws & Policies
- Plans for Recommendations to Regular Council
- Consent Agenda (Correspondence, Board Reports)
- Adjournment

- 9.2 Committee of the Whole and Regular Council Agendas shall allow for Councillor reports to provide each Councillor opportunity to bring forward any matter of general interest to the Council or the Municipality as a whole.
- 9.3 Committee of the Whole Agendas shall include correspondence addressed to Council and board reports that are not subject to exemption under FOIP. All other correspondence shall be provided to Council regularly.
- 9.4 The CAO will establish the Agenda in consultation with the Reeve.
- 9.5 Councillors may request discussion items be added to an upcoming Agenda by forwarding a written request to the CAO by 4:30 p.m., six days prior to the Regular Meeting. The CAO will assign responsibility to the appropriate director for Agenda inclusion. Should the CAO defer the request due to the complexity of the item or length of the current Agenda, the discussion item shall be placed on the following Agenda.
- 9.6 Complete Agenda packages shall be distributed electronically to Councillors at least two working days prior to the Meeting and made available to the public.
- 9.7 Once an Agenda is distributed to the public, the addition of items to the prepared Agenda will require approval of the majority of Councillors at the time of the Meeting.
- 9.8 At the Meeting, during the adoption of the Agenda, Councillors may request an item be added to the Agenda provided that:
  - 9.8.1 the matter is of sufficient urgency or of a time-sensitive nature, such that it is not possible to refer it to the next Regular Council Meeting and;
  - 9.8.2 there is adequate information available to decide on the matter and;
  - 9.8.3 approved by resolution of Council
- 9.9 Where practical, the CAO shall be notified of additions or changes no less than two (2) hours prior to the Meeting.
- 9.10 Where a Councillor wishes to present an item that does not meet the criteria as set out in 9.8, the Councillor may serve Notice of Motion of the matter.
- 9.11 Approval of the Consent Agenda shall be by one single resolution, without debate, and may include approval of all the recommendations contained in the respective reports. A Councillor may exempt any item from the Consent Agenda, and such request must be made before voting occurs on the Consent Agenda.
- 9.12 If an alteration to the order of business is desired to take up an urgent matter or for the Meeting's convenience, the Chair may make such alteration. Still, it shall not delete any portion of the business set out in the adopted Agenda.
- 9.13 Where administration has made a recommendation to Council regarding a matter, the recommendation shall take the form of a draft motion. A recommendation does not constitute a motion until a Councillor has expressly moved it.
- 9.14 The preparation and distribution of Minutes are the responsibility of the CAO.
- 9.15 Any Councillor may make a motion to request that the Minutes be amended to correct any inaccuracy or omission.
- 9.16 The CAO may make minor changes to the Minutes to correct errors in grammar, spelling, motion numbers, sentence structure and punctuation. No change is permitted that would alter or impact the actual decision made by Council.

9.17 Meeting Minutes, once adopted by Council, shall be made available to the public by posting on the Municipal website and upon request.

**10. Delegations**

- 10.1 Anyone wishing to be heard before Council shall submit a written request to the CAO, at least six (6) days prior to the Meeting, which identifies the issue or topic to be addressed, unless otherwise invited by Council to attend.
- 10.2 Delegation requests shall be reviewed during the Agenda review and may be approved, referred to administration, or refused. If a delegation request is referred to administration or refused, the reason(s) shall be communicated to the requestor (s). Approved delegations may not necessarily be scheduled on the date requested.
- 10.3 Delegations are requested to provide presentation material to administration at least six (6) days prior to the scheduled delegation to ensure material is included in Council's Agenda package.
- 10.4 Delegations shall be scheduled for no more than fifteen (15) minutes unless, in reviewing the Meeting agenda, exceptional circumstances are approved, and a longer delegation period is warranted.
- 10.5 During the delegation, the matter at hand may not be debated by Councillors, nor shall the Chair recognize any motions pertaining to the matter.
- 10.6 Matters brought forward by a delegation may be discussed, debated and decided upon during the CAO Report and Action List portion of the Agenda unless the matter appears elsewhere in the Agenda.

**11. Closed Sessions**

- 11.1 Council may consider a matter in a Closed Session Meeting in accordance with exceptions to disclosure in Part 1, Division 2 of the FOIP Act.
- 11.2 A resolution must be made to go into a closed session with the time of day, the attendees who will remain in the closed Meeting. A resolution must be made to return to the open Meeting.
- 11.3 Council or a Committee must not make motions or vote at a closed session except on a motion to recess or revert to a Public Meeting or unless otherwise stated in the Act.

**12. Council Meeting Conduct**

Guiding principles for Meeting debate:

- 12.1 No person shall speak before being recognized by the Chair.
- 12.2 All discussion at a Meeting of Council may be through the Chair.
- 12.3 Unless otherwise granted by resolution, a Councillor may speak once to any motion and once to an amendment.
- 12.4 Once all Councillors have spoken, the Councillor who has made the motion may speak a second time to close the debate.
- 12.5 A Councillor may speak in response to questions posed by another Councillor.

- 12.6 A Councillor may ask questions of administration or other Councillors on any motion or amendment to a motion.
- 12.7 A Member when speaking may be interrupted by the Reeve or Chair if the Member is speaking out of order or the Member has exceeded the time allowed.
- 12.8 When speaking, a Member may only be interrupted by another member of Council on:
- a point of privilege; or
  - a point of order
- 12.9 When a point of order or privilege is raised, the Member speaking shall refrain from continuing. The Chair may seek clarity on the point of order being raised and allow for a brief response; otherwise, the point of order or privilege is non-debatable.
- 12.10 The Chair must rule on a point of order or privilege. No vote will be taken unless the decision of the Chair is challenged.
- 12.11 Councillors will appropriately conduct themselves and will be held accountable for their conduct in accordance with the Municipal District Council Code of Conduct Bylaw.

### **13 Public Disturbance/Conduct**

- 13.1 Subject to the Act, and the provisions of the Procedural Bylaw, visitors and delegations and any member of the public have the right to be present at Council Meetings and Committee Meetings held in public.
- 13.2 The Chair may order any member of the public who disturbs the proceedings of Council by words or action to be expelled from the Meeting.
- 13.3 If the health or safety of the Meeting participants is deemed to be at risk, the individual may be disallowed from attending future Meetings.
- 13.4 If a member of the public who has been expelled refuses to leave the premises, the CAO may, at their discretion, request the Royal Canadian Mounted Police or Peace Officer to remove the person.

### **14 Motions**

#### **14.1 Purpose of Motions**

- 14.1.1 A **Main Motion** brings a question before the Council for consideration.
- Introduces a new subject for discussion or action
- 14.1.2 A **Subsidiary Motion** is to modify or dispose of the main motion under discussion.
- Lay on the table
  - Call for the previous question
  - Limit or extend limits of debate
  - Postpone definitely
  - Refer to Committee
  - Amend
  - Postpone indefinitely
- 14.1.3 A **Privileged Motion** has no connection to the main motion but is of such importance to demand immediate attention:
- Set the dates and times of Meetings or change scheduled Meeting dates

- Set a time to adjourn
- Adjourn
- Recess
- Raise a question of privilege

14.1.4 An *Incidental Motion* is a miscellaneous motion that cannot be placed in any of the three groups.

- Raise a point of order
- Call for a division of the question
- Withdraw a motion

## 14.2 Rules for Motions

14.2.1 A Motion must be made prior to any debate or vote occurring.

14.2.2 Once a motion is presented and acknowledged, the motion belongs to the Council. Motions do not require a seconder.

14.2.3 A recommendation included in a request for decision is not a motion until moved by a Councillor.

14.2.4 Once moved, a motion cannot be withdrawn without the majority consent of Council through motion to withdraw.

14.2.5 A Councillor may request the motion being discussed be read at any time during the debate, except while a Councillor is speaking.

14.2.6 Once debate on the main motion has begun, the Councillor who moved the motion may, with general consent, make minor changes to the wording or agree to a minor change proposed by another Councillor. A motion must be made prior to any discussion or vote occurring.

14.2.7 Motions of Council will record the direction of Council and Minutes of the Meeting will reflect the name of the Councillor making the motion.

14.2.8 The following motions are not debatable:

- motion to withdraw
- motion to table
- motion to recess or adjourn

14.2.9 When a motion has been made and is being considered, no other motion may be made with the exception of one made:

- to refer the motion to Committee of the Whole, to administration, a Council Committee or some other group or person for consideration
- to postpone consideration of the motion
- to amend the motion
- to withdraw the motion if the motion to withdraw is made by the mover

14.2.10 The following motions or actions cannot be reconsidered:

- a motion that created a contractual liability or obligation shall not be reconsidered, altered, varied, revoked, rescinded, or replaced without legal opinion to ensure no interference with the liability or obligation
- motion to adjourn
- motion to close nominations
- motion to be split into parts
- motion to adopt the agenda
- motion to record a vote
- motion to table, if adopted
- motion to repeal a bylaw, if adopted

- first and third reading of a bylaw
- point of order, procedure, or privilege

14.2.11 Unless otherwise required under the Act or this Bylaw, a simple majority vote shall be required.

#### **14.3 Referring a Motion**

14.3.1 A Councillor may move to refer any main motion and any pending amendments to a Council Committee or administration for investigation and report.

14.3.2 A motion to refer is

- debatable
- shall include instruction for the referring body, what action is required and time frame for response

#### **14.4 Splitting a Motion**

14.4.1 When a motion is lengthy, complicated or contains several independent issues dealing with different subjects, a Councillor may request a motion be split into parts to be voted upon individually.

14.4.2 Under the guidance of the CAO, a Councillor who requests that a motion be split into parts may reword the parts but must ensure the integrity of each part is maintained.

#### **14.5 Tabling a Motion**

14.5.1 A motion may be tabled by a majority vote of Council to enable Council to delay with other more pressing items. A table motion may remain tabled for the current Council session.

14.5.2 A motion to table includes all other motions and takes precedence over any other motion connected with the motion being tabled.

14.5.3 A motion that has been tabled may be taken from the table at any time by a majority vote of Council.

14.5.4 Motions taken from the table are brought back with all motions connected with it, exactly as it was when tabled.

14.5.5 Motions not taken from the table at the end of the Council session are deemed to be defeated.

#### **14.6 Postponing Motion**

14.6.1 A motion may be postponed:

- to later in the Meeting
- to a specified time and/or date
- until the occurrence of an event; or
- indefinitely

14.6.2 Motion to postpone includes all connected amendments.

14.6.3 A motion that has been postponed may be considered at any time by a majority vote of Council.

14.6.4 When a motion to postpone is brought back to Council for consideration, it is brought back with all motions connected with it, exactly as it was postponed.

14.6.5 Motions that have been postponed to a specific time and/or date or until the occurrence of an event will be automatically placed on the Agenda for consideration at that time and date or upon the occurrence of the event.

**14.7 Notice of Motion**

14.7.1 The Notice of Motion shall be read into the minutes, and a written copy of the motion to be considered shall be provided to the CAO.

14.7.2 A Notice of Motion at a Regular Meeting will be placed on the next Agenda unless otherwise stated.

14.7.3 A Notice of Motion cannot be made at a Special Meeting of Council.

14.7.4 A Notice of Motion is not debatable until a Councillor moves the motion.

**15 Voting**

**15.1 Voting – Question**

15.1.1 When the Chair, having determined that no further information is required, calls for a vote, no Councillor shall speak to or present another motion until the vote has been taken on such motion or amendment.

15.1.2 The Chair shall announce the result of the vote. This shall include whether the motion has been “Carried” or “Defeated” and shall be recorded as such in the Meeting minutes.

15.1.3 No Councillor shall leave the Meeting after a question has been put to a vote until the vote is taken, unless during this time frame the Councillor recognizes pecuniary interest where the Councillor will declare the conflict and leave the Meeting.

15.1.4 Any vote that results in an equal number for or against a resolution or bylaw, the resolution or bylaw is defeated.

**15.2 Voting - Recorded**

15.2.1 A Councillor may request that a vote be recorded prior to the taking of the vote.

15.2.2 When a recorded vote is called, all Councillors present, unless required or permitted to abstain, shall cast their vote as the Chair calls for those in favor or opposed.

15.2.3 The Chair shall read aloud the names of the Councillors in favor, and the names of the Councillors opposed before the result have been declared and record in the Minutes.

15.2.4 Once the vote has been taken, any request for the vote to be recorded shall only be considered by unanimous consent of Council.

**15.3 Voting – Pecuniary Interest**

15.3.1 Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any Committee of Council or any Board, Commission, Committee or Agency to which they are appointed as the representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room in which the Meeting is being held until the

matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

**15.4 Requirement to Vote**

15.4.1 Every Councillor present, including the Chair, shall vote on every matter, unless:

- a) the Councillor is required to abstain from voting under this or any other bylaw or enactment; or
- b) the Councillor is permitted to abstain from voting under this or any other bylaw or enactment.

15.4.2 A Councillor present at a Meeting shall request a recess if, for any reason, they may be away from Council Chambers during a time when a vote on a matter is imminent unless that Councillor is excused from voting pursuant to this section.

15.4.3 Should any Councillor refrain from voting when any question is put, for any reason other than mentioned in the last preceding section, he/she shall be deemed disqualified from Council.

**15.5 Unprovided Cases**

15.5.1 In all unprovided cases in the proceedings of the Council or Committees, "Robert's Rules of Order" shall be followed; however, the Act shall take precedence over "Robert's Rules of Order" and this policy and procedure document.

**16 Rules for Bylaws**

16.1 When a bylaw is presented to a Meeting for enactment, the CAO will include the number, short title, and brief description on the agenda.

16.2 Before the Meeting at which first reading is to take place, each Councillor present must be given or have had the opportunity to review the full text of the proposed bylaw.

16.3 The passage of all bylaws shall be as follows:

- a) A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- b) A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time where the following applies:
  - Council may debate the substance of the bylaw
  - Council may propose and consider amendments to the bylaw and;
  - Council may refer by motion the bylaw to administration for further information or a Committee for further review prior to second reading

16.4 All aspects of a second reading shall apply to third reading of a bylaw  
No. x A bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the Meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings.

16.5 Once passed, the CAO may correct clerical, typographical, and grammatical errors in bylaws.

16.6 The CAO may consolidate bylaw amendments into the original bylaw by incorporating all amendments to it into one bylaw.

**17 Adjourning the Meeting**

- 17.1 When the Chair is satisfied that all the business and purposes of a Meeting have been addressed, the Chair must adjourn the Meeting or request a motion to adjourn the Meeting.
- 17.2 Regular Council Meetings shall adjourn by 4:00 p.m. if in session at that hour unless otherwise agreed by a vote of Council present.
- 17.3 When a Meeting requires continuation beyond 4:00 p.m., Council will decide one of the following by a motion passed by the majority of Councillors present:
- a) extend the Meeting
  - b) reconvene the following day
  - c) call a special Meeting of Council on a specified day to address unfinished business, or
  - d) add unfinished business to next Regular Council Meeting
- 17.4 Any Councillor may move to adjourn the Meeting at any time.

**18 Council Committees**

- 18.1 Council hereby establishes various Council Committees as established by resolution having general responsibilities to deal with items directed to them from time to time by Council or review staff reports for recommendations to Council.
- 18.2 In the spirit of Section 153 (c) of the Act., each Councillor shall participate in Council Committee structures, and Council at its Organizational Meeting shall spread out its Committee appointments equitably as possible.
- 18.3 Council Committees must follow the same procedural rules as Council Meetings, including, but not restricted to, a notice of Meetings to the public and Members and those Meetings are held in public.
- 18.4 The CAO may delegate the minute recording to employees of the municipality.
- 18.5 The Council may, from time to time, appoint a select Committee to inquire into any matter and to report its findings and opinion to the Council.
- 18.6 The general duties of all Committees or Board or Commission appointees by Council shall be as follows:
- To present and report to Council, at any Regular Council Meeting or Committee of the Whole Meeting
  - To carry out the instructions of the Council expressed by resolution regarding any matter referred by the Council to any Committee for immediate action
  - The Chair shall provide monthly reports on his/her Council activities if requested by Council
- 18.7 Council from time to time may appoint ad hoc or select Committees with duties as prescribed.
- 18.8 Appointment of Council Members to Boards/Committees
- 18.8.1 Council may appoint Council Members to an external Board or Committee seeking formal representation, should it be deemed in the MD's best interest.
- 18.8.2 Boards or Committees seeking Council representation must first submit a written request for consideration through the CAO.

- 18.8.3 The CAO will schedule the requesting organization a delegation time during a Committee of the Whole Meeting to allow for presentation.
  - 18.8.4 Subsequent to the Committee of the Whole presentation, the request shall be placed on the next Regular Council Meeting Agenda.
  - 18.8.5 The continuation of Board and Committee appointments shall be re-evaluated annually prior to the Organizational Meeting.
  - 18.8.6 Minutes of a Board or Committee having Council representation must, once adopted, be submitted to the CAO.
  - 18.8.7 In the event that an organization fails to maintain its Society Status, the CAO shall be immediately informed so that the appointment can be rescinded.
  - 18.8.8 During the Organizational Meeting, or as required, the Chair shall call for nominations for an appointment being considered by the Council. Council Members may self-nominate.
  - 18.8.9 After the third call and hearing no further nominations, the Chair shall declare nominations closed by general consent. Alternatively, the Chair may accept a motion that nominations cease.
  - 18.8.10 If more Council Members are nominated for a Board or Committee than the number of positions open, a vote shall be conducted via secret ballot.
  - 18.8.11 If, however, the secret ballot results in a tie, each Council Member involved in the tie shall have an opportunity to speak to their nomination, after which time a second secret ballot shall be held.
  - 18.8.12 If a tie persists, then the Council Members' names involved in the tie shall be written on blank pieces of paper, identical in size, shape and colour, and then the names shall be folded and placed in a container. The CAO shall draw a name from the container, and the Member whose name was drawn shall be appointed to the Board or Committee, or as Deputy Reeve as the case may be.
  - 18.8.13 Where not directly appointed, the Reeve is an ex-officio Member of all Council Committees established under the Act with the exception of the MPC as per Section 154(3) of the Act.
- 18.9 Appointment of Members at Large
- 18.9.1 For the purposes of this Bylaw, all persons who submitted their name in writing to serve on a committee or Board as a Member at large will be considered, to be nominated to serve on the relevant Committee or Board, unless they are otherwise prohibited. Though nominated, no person shall be appointed to serve as a Member at Large unless Council passes a resolution confirming the appointment.
  - 18.9.2 Where there are more nominees than there are positions for a Committee or Board, Council shall vote, using a secret ballot, to determine the person or persons selected for the Board or Committee.
  - 18.9.3 The CAO and one other staff Member shall review all ballots cast and determine the result without referencing the number of votes cast for each nominee.
  - 18.9.4 In the case of a tie, Council will cast a second ballot only considering the nominees involved in the tie vote. A tie-breaking ballot is not required if appointing all nominees involved in the tie would not exceed the number

of positions available. For example: If there were three positions available and three candidates were tied for the most votes, all three candidates would be selected. On the other hand, in the above example, if two people were tied for third, a run-off ballot would be required as only three people could be appointed. In the run-off ballot, Council would only vote on which of the two nominees (the ones tied for third) would be appointed to the Board or Committee.

18.9.5 The CAO will destroy the ballots.

18.9.6 After the appointees have been established, Council shall pass a resolution confirming the Members' appointment for the specified term.

**19 Staff Interaction**

19.1 Council, in accordance with the Act, is responsible for the development of policies and programs of the Municipality, and the CAO ensures the implementation of the said policies and programs. Councillors may seek information or make inquiries of employees of the Municipality but not to the extent of directing the implementation of the policies and programs of the municipality.

**20 Enactment / Transition**

20.1 Should any provision of this bylaw be deemed invalid, then such invalid provision will be severed from this bylaw, and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

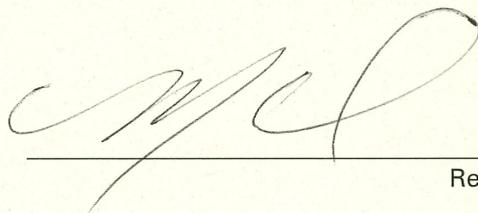
20.2 Bylaw No 2001-14 and Bylaw No. 2017-05 are hereby rescinded.

20.3 This Bylaw shall come into force and effect upon signing.

Read a first time this 14<sup>th</sup> day of April, 2021.

Read a second time this 14<sup>th</sup> day of April, 2021.

Read a third time and finally passed, this 14<sup>th</sup> day of April, 2021.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
CAO



**Lesser Slave River**

**Request for Decision**

Title	<b>Designated Signing Authorities</b>
Date	10/23/2024
Presented By:	Barry Kolenosky, CAO
Attachments	Policy ADM-12-12 Bank Account Policy

Proposed Motions	<i>Move that Council designate Murray Kerik (Reeve) or _____(Deputy Reeve) AND Barry Kolenosky (Chief Administrative Officer) or Holly Omelchuk (Director of Finance) as authorized signing authorities for the Municipal District of Lesser Slave River No. 124.</i>
Administrations Recommendation(s)	As proposed

**Background**

In accordance with Bank Account Policy ADM-12-12, all cheques must be signed by two individuals, one of whom shall be the Municipal District Chief Administrative Officer (CAO), or the Director of Rural Services or Director of Finance if the CAO is absent, and second whom shall be the Council Reeve or the Deputy Reeve in his/her absence.

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Prepared by: Marillyn Gladue, Executive Assistant  
Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
Approved by: Barry Kolenosky, Chief Administrative Officer



## **Lesser Slave River**

**TITLE:** BANK ACCOUNT POLICY

**EFFECTIVE DATE:** August 22, 2012

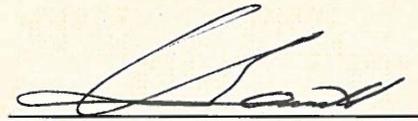
**POLICY NUMBER:** ADM-12-12 (Supersedes B.13)

1. Creation of any bank account requires approval by the Municipal District Council.
2. Designated expenditure officer signing authority shall be in accordance with the Departmental policies.
3. Persons delegated cheque signing authority must ensure that:
  - a. There is proper authority for the expenditure;
  - b. The expenditure is in accordance with all relevant acts and regulations;
  - c. The expenditure is in accordance with the terms of the written contract or if it does not exist, that the expenditure is fair and just;
  - d. The invoice is accurate; and
  - e. The goods or services have been received.
4. If an overdraft situation occurs, Council must be informed of the dollar amount of the overdraft and the date it is anticipated to be covered.
5. All expenditures must be properly summarized and presented to the Council for information and discussion, at each Council meeting.
6. All cheques must be signed by two individuals, one of whom shall be the Municipal District Chief Administrative Officer, or the Director of Rural Services or Director of Finance if the CAO is absent, and the second whom shall be the Council Reeve or the Deputy Reeve in his/her absence. Blank cheques must not be pre-signed.

**MOTION:** 210-12

**DATE:** August 22, 2012

  
Chief Administrative Officer

  
Reeve



**Lesser Slave River**

**Request for Decision**

Title	<b>Meeting Dates and Times</b>
Date	10/23/2024
Presented By:	Barry Kolenosky, CAO
Attachments	2024 Council Calendar 2025 Council Calendar 2021-12 Organization and Procedural Bylaw

Proposed Motions	<i>Move to accept the Meeting Dates and Times as presented.</i>
Administrations Recommendation(s)	As proposed

**Background**

Council meetings dates and times are currently established as per Section 5.3.1 of Bylaw 2021-12 Organizational and Procedural Bylaw as being held on the second and fourth Wednesday of each month. Typically, Council holds one regular meeting in the months of July, August and December.

The 2024 calendar proposed for consideration reflects two regular meeting of Council in November (November 13 & 27) and two meetings in December (December 11 & 18).

The 2025 calendar proposed for consideration reflect two regular meeting of Council in March (March 12 & 26) for the Spring Rural Municipalities of Alberta (RMA) Conference on March 17 – 19.

Also, the 2025 calendar proposed for consideration reflects two regular meetings of Council in June (June 11 & 25). The FCM Conference is May 29 – June 1, 2025, in Ottawa, Ontario.

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Prepared by: Marilyn Gladue, Executive Assistant  
Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
Approved by: Barry Kolenosky, Chief Administrative Officer



## **BYLAW 2021-12**

*Being a Bylaw of the Municipal District of Lesser Slave River No. 124,  
in the Province of Alberta, to be known as "The Organizational and Procedural Bylaw."*

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**WHEREAS**, pursuant to Section 145 of the Municipal Government Act, RSA 2000, Chapter M-26, Council may adopt bylaws in relation to the establishment and functions of council Committees and the procedure and conduct of Council and Council Committees;

**AND WHEREAS**, pursuant to Section 203 of the Municipal Government Act, Council may by bylaw delegate its powers, duties or functions to a Council Committee;

**AND WHEREAS**, the Municipal Government Act governs the conduct of Council, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

**NOW THEREFORE**, the Council of the Municipal District of Lesser Slave River, duly assembled, enacts as follows:

### **BYLAW INDEX**

1. Definitions
2. Application and Interpretation
3. Chief and Deputy Chief Elected Official
4. Providing Notice of Meetings
5. Meetings
  - 5.1. Organizational Meetings
  - 5.2. Inaugural Meetings
  - 5.3. Regular Meetings
  - 5.4. Special Meetings
  - 5.5. Committee of the Whole
  - 5.6. Public Hearings
6. Quorum
7. Electronic Communication System Meetings
8. Electronic Devices
9. Agenda and Minutes
10. Delegations
11. Closed Session
12. Council Meeting Conduct
13. Public Disturbance/Conduct
14. Motions
  - 14.1. Purpose of Motion
  - 14.2. Rules of Motions
  - 14.3. Referring a Motion
  - 14.4. Splitting a Motion
  - 14.5. Tabling a Motion
  - 14.6. Postponing a Motion
  - 14.7. Notice of Motion
15. Voting
  - 15.1. Voting – Question
  - 15.2. Voting – Recording
  - 15.3. Voting – Pecuniary Interest
  - 15.4. Requirement to Vote
  - 15.5. Unprovided Cases
16. Rules for Bylaws
17. Adjourning a Meeting
18. Council Committees
19. Staff Interaction
20. Enactment/Transition

**1. Definitions**

"Act" or "MGA" means the *Municipal Government Act (MGA), RSA 2000, Chapter M-26*, as amended, or any statute enacted in its place.

"Administration" means the Chief Administrative Officer (CAO) or an employee accountable to the CAO.

"Agenda" means the list of items and order of business for any Meeting.

"Chair" means the person who has been given authority to direct the conduct of a Meeting; for Meetings of Council the Chair is the Reeve.

"Challenge" means an appeal of a ruling of the Chair.

"Chief Administrative Officer" means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

"Council" means the duly elected municipal Council of the Municipal District of Lesser Slave River.

"Council Committee(s)" means a Special Committee, Board or other body that is carrying out a power, duty or function delegated to it by Council, but excluding Committee of the Whole.

"Committee of the Whole" means a Committee comprised of all Council which conducts itself as a Committee of Council.

"Corporate Record" means the record of agendas, minutes and other related Meeting material, which is dealt with by Council or Council Committees. It also includes all documents to which the Municipal's corporate seal is affixed.

"Councillor" means a Member of Council elected pursuant to the *Local Authorities Election Act*.

"Deputy Reeve" means the Member of Council who has been appointed and/or determined to act in the absence or incapacity of the Reeve.

"Designated Officer" means individuals appointed to designated officer positions under the *Municipal Government Act*.

"Freedom of Information and Protection of Privacy Act" (FOIP Act) means the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25*, as amended, or any statute enacted in its place.

"General Municipal Election" means an election held in the Municipality to elect the Member of Council as described in the *Local Authorities Elections Act, RSA 2000, Chapter L-21*, as amended, or any statute enacted in its place.

"Closed Session" means a Meeting or a portion of a Meeting that is closed to the public in accordance with the *FOIP Act*.

"Reeve" means the Chief Elected Official as defined by the Act.

"Meeting" is a Regular Meeting, Special Meeting or Committee of the Whole of Council Meeting held in accordance with the Act.

"Minutes" means the formal record of decisions, without note or comment, of a Meeting.

“Member” means a Member of Council duly elected who continues to hold office, or a Member of a Council Committee duly appointed by Council to that Committee.

“Municipality” means the municipal corporation of the Municipal District of Lesser Slave River No. 124 or the area contained within its boundaries.

“Municipal Office” the municipal office shall be the administration office located in Slave Lake.

“Oath” means when a person is required to take an official oath on being appointed to an office.

“Orders of Business” means the order of business and time schedule for a Council Meeting.

“Organizational Meeting” means the annual Organizational Meeting of Council held pursuant to the Act.

“Pecuniary Interest” is described as something which could monetarily affect the Member, their spouse, or adult interdependent partner, or children, their parents, or the parents of their spouse (in other words, their immediate family), or a business which employs the Member or in which they have an interest. Pecuniary interest means an interest in a matter which could monetarily affect:

- The Member
- a corporation, other than a distributing corporation, in which the Member are a shareholder, director or officer
- a distributing corporation in which the Member
  - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which they are a director or officer
- a partnership or firm of which they are a member

“Person” means without limiting the generality of the term, any individual or any business entity including, but not limited to, a firm, partnership, association, corporation, society, or legal entity.

“Point of Order” means a demand by a Councillor that the Chair enforces the rules of procedure.

“Point of Privilege” means a request made to the Chair by a Councillor on any matter related to the rights and privileges of Councillors and includes

- Comfort of Councillors
- Conduct of Municipal employees or members of the public in attendance
- The reputation of Council and Councillors

“Postpone” means to delay consideration of a matter to a later date or indefinitely.

“Public Hearing” means a Meeting or portion of a Meeting that Council is required to hold under the Act or another enactment for the primary purpose of hearing submissions.

“Quorum” means the number of Members entitled to vote who must be present in order to conduct a Meeting and is a majority of the Membership of the voting body.

“Recess” means to take a short break in the order of business or an agenda item of a Meeting with the intent of returning to that order of business or agenda item at the same Meeting.

“Refer” means to send a pending motion or agenda item to a Council Committee or administration for investigation and report.

"Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table.

**2. Application and Interpretation**

- 2.1 This Bylaw will govern all Council Meetings and Council Committee Meetings, unless otherwise specified in this bylaw as applicable only to Council or only to Council Committee. This Bylaw shall be binding upon all Committee Members, whether Council or public Members.
- 2.2 To the extent that a matter is not dealt with in the Act or by this Bylaw, Members will have regard to Robert's Rules of Order.
- 2.3 The precedent of rules governing the procedure of Council and Council Committees is:
  - a) The Act,
  - b) Other provincial legislation,
  - c) This Bylaw, and
  - d) Robert's Rules of Order (current edition).
- 2.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if the majority of Council Members present vote in favour of dealing with the matter under consideration.

**3. Chief and Deputy Chief Elected Official**

- 3.1 In accordance with the Act, the chief elected official (CEO) shall have the title of Reeve and the deputy chief elected official shall have the title of Deputy Reeve.
- 3.2 Annually, at the Organizational Meeting, Council shall appoint a Deputy Reeve.
- 3.3 Members shall address the CEO as "Your Worship" or the Chair as "Mr./Madam Chair" and shall refer to each other as "Councillor."

**4. Providing Notice of Meetings**

- 4.1 Except for meetings scheduled on the adopted Meeting Calendar, the CAO must notify Council and the public as soon as possible, no less than twenty-four (24) hours in advance, when meetings are scheduled, rescheduled, postponed or cancelled. Notice is deemed to be given by:
  - a) notifying Council;
  - b) updating the Municipalities website;

**5. Meetings**

**5.1 Organizational Meetings**

- 5.1.1 An Organizational Meeting of Council shall be held annually as required by the Act.
- 5.1.2 At this Meeting, Council shall by resolution:
  - a) appoint a Deputy Reeve in accordance with the Act;
  - b) set the dates, times and locations for the Regular Council Meetings (if all Councillors are present);
  - c) set dates and times for Committee Meetings, if deemed necessary by Council;
  - d) appoint Councillors as Members on Committees, Boards and Commissions, as required;
- 5.1.3 Council will conduct any other business identified within the Organizational Meeting agenda.

**5.2 Inaugural Meeting**

- 5.2.1 The first Meeting immediately following a general municipal election must be called the Inaugural Meeting.
- 5.2.2 The Inaugural Meeting shall be held within fourteen (14) days following a general municipal election.
- 5.2.3 Each Councillor, including the Reeve, must take the Oath of office, as prescribed by the Act, as the first order of business.
- 5.2.4 Until the Reeve has taken the oath of office, the CAO must be designated Chair.
- 5.2.5 Each Councillor, including the Reeve, must affirm the Council Code of Conduct Bylaw.

**5.3 Regular Meetings**

- 5.3.1 Council will hold Regular Meetings on the dates established at the Organizational Meeting, typically every second and fourth Wednesday. If a regular Council Meeting falls on a statutory holiday, or event, the Meeting will occur on the next business day unless otherwise voted on by Council.
- 5.3.2 Regular Council Meetings and Public Hearings will be held in Council Chambers at the Slave Lake Administration Building unless otherwise scheduled and advertised.
- 5.3.3 Council and Committee Meeting dates and changes must be determined with input from the CAO to minimize conflict between meetings and to ensure proper notification of the public.
- 5.3.4 Council and Committees may cancel or revise their respective meetings or schedule additional meeting dates or times as required in consultation with the CAO. The CAO must provide notice of the changes or additions.
- 5.3.5 The Chair may cancel a scheduled Meeting in consultation with the CAO if the deadline for agenda submissions has passed and there is no time-sensitive business to bring to that Meeting.

**5.4 Special Meetings**

- 5.4.1 In accordance with the Act, a Special Council Meeting shall be scheduled by the CAO when required to do so by the Reeve or by a majority of Council.

**5.5 Committee of the Whole**

- 5.5.1 There shall be a Committee of the Whole comprising all Members of Council.
- 5.5.2 The Reeve must be Chair of the Committee of the Whole Meeting unless the Reeve chooses another individual to act as Chair. The Reeve may at any time resume the Chair.
- 5.5.3 Committee of the Whole Meetings may be held immediately following the adjournment of the Regular Meeting.
- 5.5.4 The Reeve, in consultation with the CAO, may call for a Committee of the Whole Meeting at any time.

- 5.5.5 Subject to the Act, the business of a Committee of the Whole Meeting may include but is not limited to:
  - a) Briefings from Councillor(s), administration and public, and
  - b) Consideration of policies, bylaws and plans for recommendation to Council
- 5.5.6 Committee of the Whole may:
  - a) receive delegations and submissions
  - b) meet with other municipalities and other levels of governments
- 5.5.7 The Committee of the Whole is authorized only to make recommendations, by motion, to Council.
- 5.5.8 In addition to the restrictions contained in Section 203(2) of the Act, the Committee of the Whole Meeting must not hold Public Hearings.
- 5.5.9 Committee of the Whole may move into Closed Session in accordance with the Act and the FOIP Act. No motions may be made when the Committee of the Whole is sitting Closed Session in accordance with the FOIP Act except motions to return to the public Meeting. The following exceptions to the bylaw apply to Committee of the Whole:
  - a) Councillors may discuss an issue without a motion on the floor
  - b) Councillors may speak to an issue for longer than 5 minutes
  - c) Councillors must first be recognized by the Chair prior to speaking but may then direct questions and answers to administration and each other
  - d) Minutes of a Committee of the Whole Meeting shall be adopted by motion at the next Committee of the Whole Meeting

## 5.6 Public Hearings

- 5.6.1 Council must conduct the Public Hearing during a Regular or Special Council Meeting.
- 5.6.2 Public Hearing Procedures:
  - a) The Chair shall state the purpose of the public hearing (i.e. bylaw number and general description of the bylaw) and declare the hearing open. The Chair will outline the public hearing procedures for all those present.
  - b) The CAO shall confirm that the public hearing has been advertised in accordance with the applicable legislation and present an overview regarding the resolution, bylaw, or matter to be dealt with.
  - c) The Chair shall allow presentations from the public. Public presentations may be made verbally, in writing, or both, with copies of written submissions filed with the CAO.
  - d) The Chair shall request those who wish to make a verbal presentation to identify themselves.
  - e) Those in support of the proposed bylaw, resolution, or matter to be dealt with. Each presenter will be given one opportunity to address Council. Written submissions in support shall be read into record.
  - f) Those opposed to the proposed bylaw, resolution, or matter to be dealt with. Each presenter will be given one opportunity to address Council. Written submissions that are opposed shall be read into record.
  - g) The applicant (if applicable), to make closing comments.

- h) Presentations shall be directed to the Chair and be limited to ten (10) minutes in duration.
  - i) A delegation of more than one member shall be considered to be one person for the purpose of a public hearing. Regardless of the number of members of the delegation who may be present, one spokesperson shall be entitled to speak once only for a limit of 10 minutes.
  - j) Councillors may ask persons making presentations questions to clarify the speaker's comments. Council will not debate the matter during the hearing. The decision(s) regarding whether or not to grant the bylaw(s) further readings or approve the resolution will be dealt with following the close of the public hearing, which may be later in the Meeting or at a subsequent Meeting.
  - k) Council may resolve to reopen a Public Hearing which has been concluded when it is determined that critical new information has arisen, provided that the Public Hearing is reopened at the same Meeting of Council or is scheduled for another specific Meeting of Council in the future and follows same advertising protocols.
  - l) The Chair shall adjourn the public hearing when all persons wishing to speak on an issue have been given the opportunity to speak.
- 5.6.3 The Minutes of a Public Hearing will reflect the presenters' names and include a summary of the presentations.
- 5.6.4 The Minutes are to be adopted at the next Regular Council Meeting.
- 5.6.5 The vote on an item for which a Public Hearing has been held must comply with the following:
- a) Councillors who are absent for the whole of a Public Hearing on a matter are not entitled to vote on the matter; and
  - b) Councillors who are absent from part of a Public Hearing on a matter may choose to abstain from voting on the matter.
- 5.6.6 If there is more than one (1) Public Hearing on the agenda, the Reeve must close one (1) Public Hearing before opening another Public Hearing.

**6. Quorum**

- 6.1 Quorum of Council is a majority of Council.
- 6.2 At the time set for the start of the Meeting, if a quorum is present, the Reeve/Deputy Reeve must call the Meeting to order.
- 6.3 If Quorum is not achieved within thirty (30) minutes after the time the Meeting is scheduled to begin, the CAO will document the names of those who are present, and the Meeting will be adjourned and rescheduled.
- 6.4 When a Councillor leaves Council Chambers while a Meeting is in progress, the minutes shall reflect the time of departure and return.
- 6.5 If at any time during a Meeting the Quorum is lost, the Meeting must be recessed, and if Quorum is not achieved again within fifteen (15) minutes, the Meeting must be deemed to be adjourned.
- 6.6 Members shall notify in advance, either the Chair or CAO, if the Member will be absent from a Meeting.

- 6.7 If vacancies, illness or disability reduces the number of Councillors to less than a quorum, the Minister will determine a quorum.
- 6.8 The rules of Quorum shall apply to Committees and Council Committees.

**7. Electronic Communication System Meetings**

- 7.1 In addition to ordinary Public Meetings, Council Meetings can be held by means of electronic or other communication facilities if:
  - a) it is to be a public Meeting; public notice is given on the Meeting, how it is to be conducted and where they can watch or listen to it;
  - b) the facilities allow the public to watch or listen to the Meeting at a place specified in the public notice of the Meeting, and at least one Designated Officer is in attendance at that place, and
  - c) the facilities allow all the Councillors at the Meeting to participate in it and to hear or watch, as the case requires, the discussion by all of the other participants at the Meeting and to vote.
- 7.2 A Councillor participating in a Meeting described above is considered to be present at the Meeting.

**8. Electronic Devices**

- 8.1 Cell phone use is prohibited during a Meeting and must be set to silent.
- 8.2 Meetings may be recorded at the approval of the Chair.

**9. Agendas and Minutes**

- 9.1 The CAO has the authority to set out the standard order of business for agendas and may follow the agenda structure:

**Regular Council Meeting**

- Title and Heading
- Call to Order
- Acceptance of the Agenda
- Approval of Minutes
- Announcements
- Delegations
- Public Hearings
- Bylaws
- Reports
- Requests for Decision
- Financial
- Confidential Items – Closed Session
- Notice of motion
- Adjournment

**Committee of the Whole**

- Title and Heading
- Call to Order
- Acceptance of the Agenda
- Reports & Presentations
- Consideration of Bylaws & Policies
- Plans for Recommendations to Regular Council
- Consent Agenda (Correspondence, Board Reports)
- Adjournment

- 9.2 Committee of the Whole and Regular Council Agendas shall allow for Councillor reports to provide each Councillor opportunity to bring forward any matter of general interest to the Council or the Municipality as a whole.
- 9.3 Committee of the Whole Agendas shall include correspondence addressed to Council and board reports that are not subject to exemption under FOIP. All other correspondence shall be provided to Council regularly.
- 9.4 The CAO will establish the Agenda in consultation with the Reeve.
- 9.5 Councillors may request discussion items be added to an upcoming Agenda by forwarding a written request to the CAO by 4:30 p.m., six days prior to the Regular Meeting. The CAO will assign responsibility to the appropriate director for Agenda inclusion. Should the CAO defer the request due to the complexity of the item or length of the current Agenda, the discussion item shall be placed on the following Agenda.
- 9.6 Complete Agenda packages shall be distributed electronically to Councillors at least two working days prior to the Meeting and made available to the public.
- 9.7 Once an Agenda is distributed to the public, the addition of items to the prepared Agenda will require approval of the majority of Councillors at the time of the Meeting.
- 9.8 At the Meeting, during the adoption of the Agenda, Councillors may request an item be added to the Agenda provided that:
  - 9.8.1 the matter is of sufficient urgency or of a time-sensitive nature, such that it is not possible to refer it to the next Regular Council Meeting and;
  - 9.8.2 there is adequate information available to decide on the matter and;
  - 9.8.3 approved by resolution of Council
- 9.9 Where practical, the CAO shall be notified of additions or changes no less than two (2) hours prior to the Meeting.
- 9.10 Where a Councillor wishes to present an item that does not meet the criteria as set out in 9.8, the Councillor may serve Notice of Motion of the matter.
- 9.11 Approval of the Consent Agenda shall be by one single resolution, without debate, and may include approval of all the recommendations contained in the respective reports. A Councillor may exempt any item from the Consent Agenda, and such request must be made before voting occurs on the Consent Agenda.
- 9.12 If an alteration to the order of business is desired to take up an urgent matter or for the Meeting's convenience, the Chair may make such alteration. Still, it shall not delete any portion of the business set out in the adopted Agenda.
- 9.13 Where administration has made a recommendation to Council regarding a matter, the recommendation shall take the form of a draft motion. A recommendation does not constitute a motion until a Councillor has expressly moved it.
- 9.14 The preparation and distribution of Minutes are the responsibility of the CAO.
- 9.15 Any Councillor may make a motion to request that the Minutes be amended to correct any inaccuracy or omission.
- 9.16 The CAO may make minor changes to the Minutes to correct errors in grammar, spelling, motion numbers, sentence structure and punctuation. No change is permitted that would alter or impact the actual decision made by Council.

9.17 Meeting Minutes, once adopted by Council, shall be made available to the public by posting on the Municipal website and upon request.

**10. Delegations**

- 10.1 Anyone wishing to be heard before Council shall submit a written request to the CAO, at least six (6) days prior to the Meeting, which identifies the issue or topic to be addressed, unless otherwise invited by Council to attend.
- 10.2 Delegation requests shall be reviewed during the Agenda review and may be approved, referred to administration, or refused. If a delegation request is referred to administration or refused, the reason(s) shall be communicated to the requestor (s). Approved delegations may not necessarily be scheduled on the date requested.
- 10.3 Delegations are requested to provide presentation material to administration at least six (6) days prior to the scheduled delegation to ensure material is included in Council's Agenda package.
- 10.4 Delegations shall be scheduled for no more than fifteen (15) minutes unless, in reviewing the Meeting agenda, exceptional circumstances are approved, and a longer delegation period is warranted.
- 10.5 During the delegation, the matter at hand may not be debated by Councillors, nor shall the Chair recognize any motions pertaining to the matter.
- 10.6 Matters brought forward by a delegation may be discussed, debated and decided upon during the CAO Report and Action List portion of the Agenda unless the matter appears elsewhere in the Agenda.

**11. Closed Sessions**

- 11.1 Council may consider a matter in a Closed Session Meeting in accordance with exceptions to disclosure in Part 1, Division 2 of the FOIP Act.
- 11.2 A resolution must be made to go into a closed session with the time of day, the attendees who will remain in the closed Meeting. A resolution must be made to return to the open Meeting.
- 11.3 Council or a Committee must not make motions or vote at a closed session except on a motion to recess or revert to a Public Meeting or unless otherwise stated in the Act.

**12. Council Meeting Conduct**

Guiding principles for Meeting debate:

- 12.1 No person shall speak before being recognized by the Chair.
- 12.2 All discussion at a Meeting of Council may be through the Chair.
- 12.3 Unless otherwise granted by resolution, a Councillor may speak once to any motion and once to an amendment.
- 12.4 Once all Councillors have spoken, the Councillor who has made the motion may speak a second time to close the debate.
- 12.5 A Councillor may speak in response to questions posed by another Councillor.

- 12.6 A Councillor may ask questions of administration or other Councillors on any motion or amendment to a motion.
- 12.7 A Member when speaking may be interrupted by the Reeve or Chair if the Member is speaking out of order or the Member has exceeded the time allowed.
- 12.8 When speaking, a Member may only be interrupted by another member of Council on:
- a point of privilege; or
  - a point of order
- 12.9 When a point of order or privilege is raised, the Member speaking shall refrain from continuing. The Chair may seek clarity on the point of order being raised and allow for a brief response; otherwise, the point of order or privilege is non-debatable.
- 12.10 The Chair must rule on a point of order or privilege. No vote will be taken unless the decision of the Chair is challenged.
- 12.11 Councillors will appropriately conduct themselves and will be held accountable for their conduct in accordance with the Municipal District Council Code of Conduct Bylaw.

## 13 Public Disturbance/Conduct

- 13.1 Subject to the Act, and the provisions of the Procedural Bylaw, visitors and delegations and any member of the public have the right to be present at Council Meetings and Committee Meetings held in public.
- 13.2 The Chair may order any member of the public who disturbs the proceedings of Council by words or action to be expelled from the Meeting.
- 13.3 If the health or safety of the Meeting participants is deemed to be at risk, the individual may be disallowed from attending future Meetings.
- 13.4 If a member of the public who has been expelled refuses to leave the premises, the CAO may, at their discretion, request the Royal Canadian Mounted Police or Peace Officer to remove the person.

## 14 Motions

### 14.1 Purpose of Motions

- 14.1.1 A **Main Motion** brings a question before the Council for consideration.
- Introduces a new subject for discussion or action
- 14.1.2 A **Subsidiary Motion** is to modify or dispose of the main motion under discussion.
- Lay on the table
  - Call for the previous question
  - Limit or extend limits of debate
  - Postpone definitely
  - Refer to Committee
  - Amend
  - Postpone indefinitely
- 14.1.3 A **Privileged Motion** has no connection to the main motion but is of such importance to demand immediate attention:
- Set the dates and times of Meetings or change scheduled Meeting dates

- Set a time to adjourn
- Adjourn
- Recess
- Raise a question of privilege

14.1.4 An *Incidental Motion* is a miscellaneous motion that cannot be placed in any of the three groups.

- Raise a point of order
- Call for a division of the question
- Withdraw a motion

## 14.2 Rules for Motions

14.2.1 A Motion must be made prior to any debate or vote occurring.

14.2.2 Once a motion is presented and acknowledged, the motion belongs to the Council. Motions do not require a seconder.

14.2.3 A recommendation included in a request for decision is not a motion until moved by a Councillor.

14.2.4 Once moved, a motion cannot be withdrawn without the majority consent of Council through motion to withdraw.

14.2.5 A Councillor may request the motion being discussed be read at any time during the debate, except while a Councillor is speaking.

14.2.6 Once debate on the main motion has begun, the Councillor who moved the motion may, with general consent, make minor changes to the wording or agree to a minor change proposed by another Councillor. A motion must be made prior to any discussion or vote occurring.

14.2.7 Motions of Council will record the direction of Council and Minutes of the Meeting will reflect the name of the Councillor making the motion.

14.2.8 The following motions are not debatable:

- motion to withdraw
- motion to table
- motion to recess or adjourn

14.2.9 When a motion has been made and is being considered, no other motion may be made with the exception of one made:

- to refer the motion to Committee of the Whole, to administration, a Council Committee or some other group or person for consideration
- to postpone consideration of the motion
- to amend the motion
- to withdraw the motion if the motion to withdraw is made by the mover

14.2.10 The following motions or actions cannot be reconsidered:

- a motion that created a contractual liability or obligation shall not be reconsidered, altered, varied, revoked, rescinded, or replaced without legal opinion to ensure no interference with the liability or obligation
- motion to adjourn
- motion to close nominations
- motion to be split into parts
- motion to adopt the agenda
- motion to record a vote
- motion to table, if adopted
- motion to repeal a bylaw, if adopted

- first and third reading of a bylaw
- point of order, procedure, or privilege

14.2.11 Unless otherwise required under the Act or this Bylaw, a simple majority vote shall be required.

**14.3 Referring a Motion**

14.3.1 A Councillor may move to refer any main motion and any pending amendments to a Council Committee or administration for investigation and report.

14.3.2 A motion to refer is

- debatable
- shall include instruction for the referring body, what action is required and time frame for response

**14.4 Splitting a Motion**

14.4.1 When a motion is lengthy, complicated or contains several independent issues dealing with different subjects, a Councillor may request a motion be split into parts to be voted upon individually.

14.4.2 Under the guidance of the CAO, a Councillor who requests that a motion be split into parts may reword the parts but must ensure the integrity of each part is maintained.

**14.5 Tabling a Motion**

14.5.1 A motion may be tabled by a majority vote of Council to enable Council to delay with other more pressing items. A table motion may remain tabled for the current Council session.

14.5.2 A motion to table includes all other motions and takes precedence over any other motion connected with the motion being tabled.

14.5.3 A motion that has been tabled may be taken from the table at any time by a majority vote of Council.

14.5.4 Motions taken from the table are brought back with all motions connected with it, exactly as it was when tabled.

14.5.5 Motions not taken from the table at the end of the Council session are deemed to be defeated.

**14.6 Postponing Motion**

14.6.1 A motion may be postponed:

- to later in the Meeting
- to a specified time and/or date
- until the occurrence of an event; or
- indefinitely

14.6.2 Motion to postpone includes all connected amendments.

14.6.3 A motion that has been postponed may be considered at any time by a majority vote of Council.

14.6.4 When a motion to postpone is brought back to Council for consideration, it is brought back with all motions connected with it, exactly as it was postponed.

14.6.5 Motions that have been postponed to a specific time and/or date or until the occurrence of an event will be automatically placed on the Agenda for consideration at that time and date or upon the occurrence of the event.

**14.7 Notice of Motion**

14.7.1 The Notice of Motion shall be read into the minutes, and a written copy of the motion to be considered shall be provided to the CAO.

14.7.2 A Notice of Motion at a Regular Meeting will be placed on the next Agenda unless otherwise stated.

14.7.3 A Notice of Motion cannot be made at a Special Meeting of Council.

14.7.4 A Notice of Motion is not debatable until a Councillor moves the motion.

**15 Voting**

**15.1 Voting – Question**

15.1.1 When the Chair, having determined that no further information is required, calls for a vote, no Councillor shall speak to or present another motion until the vote has been taken on such motion or amendment.

15.1.2 The Chair shall announce the result of the vote. This shall include whether the motion has been “Carried” or “Defeated” and shall be recorded as such in the Meeting minutes.

15.1.3 No Councillor shall leave the Meeting after a question has been put to a vote until the vote is taken, unless during this time frame the Councillor recognizes pecuniary interest where the Councillor will declare the conflict and leave the Meeting.

15.1.4 Any vote that results in an equal number for or against a resolution or bylaw, the resolution or bylaw is defeated.

**15.2 Voting - Recorded**

15.2.1 A Councillor may request that a vote be recorded prior to the taking of the vote.

15.2.2 When a recorded vote is called, all Councillors present, unless required or permitted to abstain, shall cast their vote as the Chair calls for those in favor or opposed.

15.2.3 The Chair shall read aloud the names of the Councillors in favor, and the names of the Councillors opposed before the result have been declared and record in the Minutes.

15.2.4 Once the vote has been taken, any request for the vote to be recorded shall only be considered by unanimous consent of Council.

**15.3 Voting – Pecuniary Interest**

15.3.1 Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the Act) in any matter before Council, any Committee of Council or any Board, Commission, Committee or Agency to which they are appointed as the representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussions or voting on any question relating to the matter and shall remove themselves from the room in which the Meeting is being held until the

matter is concluded. The minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

**15.4 Requirement to Vote**

15.4.1 Every Councillor present, including the Chair, shall vote on every matter, unless:

- a) the Councillor is required to abstain from voting under this or any other bylaw or enactment; or
- b) the Councillor is permitted to abstain from voting under this or any other bylaw or enactment.

15.4.2 A Councillor present at a Meeting shall request a recess if, for any reason, they may be away from Council Chambers during a time when a vote on a matter is imminent unless that Councillor is excused from voting pursuant to this section.

15.4.3 Should any Councillor refrain from voting when any question is put, for any reason other than mentioned in the last preceding section, he/she shall be deemed disqualified from Council.

**15.5 Unprovided Cases**

15.5.1 In all unprovided cases in the proceedings of the Council or Committees, "Robert's Rules of Order" shall be followed; however, the Act shall take precedence over "Robert's Rules of Order" and this policy and procedure document.

**16 Rules for Bylaws**

16.1 When a bylaw is presented to a Meeting for enactment, the CAO will include the number, short title, and brief description on the agenda.

16.2 Before the Meeting at which first reading is to take place, each Councillor present must be given or have had the opportunity to review the full text of the proposed bylaw.

16.3 The passage of all bylaws shall be as follows:

- a) A proposed bylaw shall be introduced for first reading by a motion that the bylaw be introduced and read a first time. Council shall vote on the motion for first reading of a bylaw without amendment or debate.
- b) A bylaw shall be introduced for second reading by a motion that the bylaw be read a second time where the following applies:
  - Council may debate the substance of the bylaw
  - Council may propose and consider amendments to the bylaw and;
  - Council may refer by motion the bylaw to administration for further information or a Committee for further review prior to second reading

16.4 All aspects of a second reading shall apply to third reading of a bylaw  
No. x A bylaw shall not be given more than two readings at one Meeting unless the Councillors present at the Meeting unanimously agree that the bylaw may be presented for third reading at the same Meeting at which it received two readings.

16.5 Once passed, the CAO may correct clerical, typographical, and grammatical errors in bylaws.

16.6 The CAO may consolidate bylaw amendments into the original bylaw by incorporating all amendments to it into one bylaw.

**17 Adjourning the Meeting**

- 17.1 When the Chair is satisfied that all the business and purposes of a Meeting have been addressed, the Chair must adjourn the Meeting or request a motion to adjourn the Meeting.
- 17.2 Regular Council Meetings shall adjourn by 4:00 p.m. if in session at that hour unless otherwise agreed by a vote of Council present.
- 17.3 When a Meeting requires continuation beyond 4:00 p.m., Council will decide one of the following by a motion passed by the majority of Councillors present:
- a) extend the Meeting
  - b) reconvene the following day
  - c) call a special Meeting of Council on a specified day to address unfinished business, or
  - d) add unfinished business to next Regular Council Meeting
- 17.4 Any Councillor may move to adjourn the Meeting at any time.

**18 Council Committees**

- 18.1 Council hereby establishes various Council Committees as established by resolution having general responsibilities to deal with items directed to them from time to time by Council or review staff reports for recommendations to Council.
- 18.2 In the spirit of Section 153 (c) of the Act., each Councillor shall participate in Council Committee structures, and Council at its Organizational Meeting shall spread out its Committee appointments equitably as possible.
- 18.3 Council Committees must follow the same procedural rules as Council Meetings, including, but not restricted to, a notice of Meetings to the public and Members and those Meetings are held in public.
- 18.4 The CAO may delegate the minute recording to employees of the municipality.
- 18.5 The Council may, from time to time, appoint a select Committee to inquire into any matter and to report its findings and opinion to the Council.
- 18.6 The general duties of all Committees or Board or Commission appointees by Council shall be as follows:
- To present and report to Council, at any Regular Council Meeting or Committee of the Whole Meeting
  - To carry out the instructions of the Council expressed by resolution regarding any matter referred by the Council to any Committee for immediate action
  - The Chair shall provide monthly reports on his/her Council activities if requested by Council
- 18.7 Council from time to time may appoint ad hoc or select Committees with duties as prescribed.
- 18.8 Appointment of Council Members to Boards/Committees
- 18.8.1 Council may appoint Council Members to an external Board or Committee seeking formal representation, should it be deemed in the MD's best interest.
- 18.8.2 Boards or Committees seeking Council representation must first submit a written request for consideration through the CAO.

- 18.8.3 The CAO will schedule the requesting organization a delegation time during a Committee of the Whole Meeting to allow for presentation.
  - 18.8.4 Subsequent to the Committee of the Whole presentation, the request shall be placed on the next Regular Council Meeting Agenda.
  - 18.8.5 The continuation of Board and Committee appointments shall be re-evaluated annually prior to the Organizational Meeting.
  - 18.8.6 Minutes of a Board or Committee having Council representation must, once adopted, be submitted to the CAO.
  - 18.8.7 In the event that an organization fails to maintain its Society Status, the CAO shall be immediately informed so that the appointment can be rescinded.
  - 18.8.8 During the Organizational Meeting, or as required, the Chair shall call for nominations for an appointment being considered by the Council. Council Members may self-nominate.
  - 18.8.9 After the third call and hearing no further nominations, the Chair shall declare nominations closed by general consent. Alternatively, the Chair may accept a motion that nominations cease.
  - 18.8.10 If more Council Members are nominated for a Board or Committee than the number of positions open, a vote shall be conducted via secret ballot.
  - 18.8.11 If, however, the secret ballot results in a tie, each Council Member involved in the tie shall have an opportunity to speak to their nomination, after which time a second secret ballot shall be held.
  - 18.8.12 If a tie persists, then the Council Members' names involved in the tie shall be written on blank pieces of paper, identical in size, shape and colour, and then the names shall be folded and placed in a container. The CAO shall draw a name from the container, and the Member whose name was drawn shall be appointed to the Board or Committee, or as Deputy Reeve as the case may be.
  - 18.8.13 Where not directly appointed, the Reeve is an ex-officio Member of all Council Committees established under the Act with the exception of the MPC as per Section 154(3) of the Act.
- 18.9 Appointment of Members at Large
- 18.9.1 For the purposes of this Bylaw, all persons who submitted their name in writing to serve on a committee or Board as a Member at large will be considered, to be nominated to serve on the relevant Committee or Board, unless they are otherwise prohibited. Though nominated, no person shall be appointed to serve as a Member at Large unless Council passes a resolution confirming the appointment.
  - 18.9.2 Where there are more nominees than there are positions for a Committee or Board, Council shall vote, using a secret ballot, to determine the person or persons selected for the Board or Committee.
  - 18.9.3 The CAO and one other staff Member shall review all ballots cast and determine the result without referencing the number of votes cast for each nominee.
  - 18.9.4 In the case of a tie, Council will cast a second ballot only considering the nominees involved in the tie vote. A tie-breaking ballot is not required if appointing all nominees involved in the tie would not exceed the number

of positions available. For example: If there were three positions available and three candidates were tied for the most votes, all three candidates would be selected. On the other hand, in the above example, if two people were tied for third, a run-off ballot would be required as only three people could be appointed. In the run-off ballot, Council would only vote on which of the two nominees (the ones tied for third) would be appointed to the Board or Committee.

18.9.5 The CAO will destroy the ballots.

18.9.6 After the appointees have been established, Council shall pass a resolution confirming the Members' appointment for the specified term.

**19 Staff Interaction**

19.1 Council, in accordance with the Act, is responsible for the development of policies and programs of the Municipality, and the CAO ensures the implementation of the said policies and programs. Councillors may seek information or make inquiries of employees of the Municipality but not to the extent of directing the implementation of the policies and programs of the municipality.

**20 Enactment / Transition**

20.1 Should any provision of this bylaw be deemed invalid, then such invalid provision will be severed from this bylaw, and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

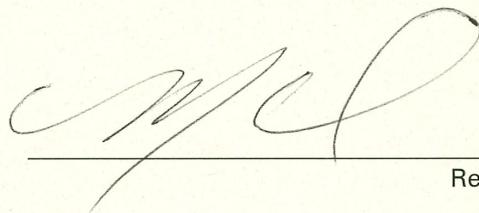
20.2 Bylaw No 2001-14 and Bylaw No. 2017-05 are hereby rescinded.

20.3 This Bylaw shall come into force and effect upon signing.

Read a first time this 14<sup>th</sup> day of April, 2021.

Read a second time this 14<sup>th</sup> day of April, 2021.

Read a third time and finally passed, this 14<sup>th</sup> day of April, 2021.

  
\_\_\_\_\_  
Reeve

  
\_\_\_\_\_  
CAO

# 2024

## Council Calendar

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
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26	27	28	29	30	31	

June						
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30						

July						
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28	29	30	31			

August						
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25	26	27	28	29	30	31

September						
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22	23	24	25	26	27	28
29	30					

October						
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27	28	29	30	31		

November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

- Regular Meeting of Council
- Special Meeting of Council and/or Committee of the Whole
- Organizational Meeting
- RMA Convention
- FCM Conference
- Statutory Holidays *Saturday, September 30, 2023 - National Day for Truth and Reconciliation - optional (Federally regulated)*



**YEARLY CALENDARS by Vertex42.com**

<https://www.vertex42.com/ExcelTemplates/yearly-calendar.html>

## About This Template

Print an annual calendar for 2018, 2019, 2020 and beyond. Put it on your fridge, wall, or desk as a convenient reference. This template, provided by Vertex42.com, allows you to change the year, start month, and starting day of the week. Create a school calendar by setting the start month to 8 (August). Change the theme via Page Layout to easily choose a different color or font for your calendars.

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Businesses will find invoices, time sheets, inventory trackers, financial statements, and project planning templates. Teachers and students will find resources such as class schedules, grade books, and attendance sheets. Organize your family life with meal planners, checklists, and exercise logs. Each template is thoroughly researched, refined, and improved over time through feedback from thousands of users.

# 2025

## Council Calendar



- Regular Meeting of Council
- Special Meeting of Council and/or Committee of the Whole
- Organizational Meeting
- RMA Convention
- FCM Conference
- Statutory Holidays Tuesday, September 30, 2024 - National Day for Truth and Reconciliation - optional (Federally regulate



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**Lesser Slave River**

**Request for Decision**

Title	<b>Policy CL-11-07 Council Appointed Board Member Remuneration</b>
Date	10/24/2024
Presented By:	Barry Kolenosky, CAO
Attachments	Policy CL-11-07 – Council Appointed Board Member Remuneration Policy

Proposed Motions	<i>Move to accept Policy CL-11-07 Council Appointed Board Member Remuneration Policy review as presented.</i>
Administrations Recommendation(s)	As proposed

**Background**

Council members receive remuneration at rates approved by Council resolution to compensate them for their time and work. Current rates (set February 2024) are as follows:

Member at Large shall be paid \$186.00 per meeting or per day.

Subsistence and travel expenses are based on annual rates prescribed by Canada Revenue Rates. Rates are as follows for the 2024 year:

Mileage: \$0.70 per km for the first 5,000km  
\$0.64 per km thereafter

Meals: (Based on \$98.00 per day)  
Breakfast \$24.00  
Lunch \$24.00  
Dinner \$50.00

Private Accommodation Rate: \$50.00

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Prepared by: Marilyn Gladue, Executive Assistant  
Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
Approved by: Barry Kolenosky, Chief Administrative Officer

MD of LESSER SLAVE RIVER

# Policy



<b>Title:</b>	<b>COUNCIL APPOINTED BOARD MEMBER AT LARGE REMUNERATION</b>
<b>Policy Number:</b>	<b>CL-11-07</b>
<b>Effective Date:</b>	<b>January 1, 2024</b>
<b>Resolution:</b>	<b>066-24</b>
<b>Department Responsible:</b>	<b>Council</b>
<b>Supersedes Policy No:</b>	<b>A.14 (2023)</b>
<b>Next Review Date:</b>	<b>January 2025</b>

**POLICY STATEMENT:**

In recognition of valued service, Council appointed Members-at-Large will receive remuneration for performance of their duties for the Municipal District of Lesser Slave River No. 124 on boards, committees, commissions, or entities. Given the vast distances that can be travelled within the Municipal District and the corresponding time away from other endeavors, it is recognized that there can be significant costs for citizens of the Municipal District to participate on Council appointed boards.

**DEFINITIONS:**

**“Administrative Representative”** means the Municipal District of Lesser Slave River No. 124 employee responsible for the administrative aspect of a board, committee, commission, or entity;

**“Board”** means an internal or external board with Member-at-Large appointed by Council;

**“Commission”** means an internal or external commission with Member-at-Large appointed by Council and has the same meaning as board or committee for the purposes of this policy;

**“Committee”** means an internal or external committee with Member(s)-at-Large appointed by Council;

**“Council”** means the duly elected Council of the Municipal District of Lesser Slave River No. 124;

**“Entity”** means an organization or a business that has its own separate legal and financial existence.

**“Member-at-Large”** means an individual that is a resident of the Municipal District of Lesser Slave River No. 124 and appointed by Council to a board, committee, commission, or entity;

**“Municipal District”** means the Municipal District of Lesser Slave River No. 124

## MD of LESSER SLAVE RIVER Policy

“Remuneration” means the flat rate of pay to account for the time each Member-at-Large appointed by Council spends representing the Municipal District of Lesser Slave River No. 124 on a board, committee, commission, or entity.

### PRINCIPLE:

#### 1. Remuneration Model

- a. The remuneration rate to be paid to a Member-at-Large shall be \$186.00 per meeting or per day; the rate shall not exceed more than \$186.00 per day.
- b. Established rate of remuneration will be adjusted for a cost-of-living allowance, at the same time, in the same manner, and for the same amount (if any) as the salary grid of the Municipal District of Lesser Slave River No. 124. All rates under this policy will be rounded to the closest dollar for ease of processing.
- c. In the event a Member-at-Large is appointed by Council to a board, committee, commission, or entity that has its own means of remuneration and reimbursement, that remuneration and reimbursement provided negates any claim under this policy.

#### 2. Travel Expenses

- a. Travel expense claims are permitted for approved business of the board, committee, commission, or entity. All travel claims must detail the date, time, travel location and purpose of the vent of activity. Lump-sum travel claims will not be approved.
- b. Use of personal vehicles shall be paid in accordance with the Subsistence and Travel Expenses Policy.
- c. Where travel is authorized, the most direct, economical, and logical mode of travel shall be utilized.
- d. Where transportation is provided (for example, as part of convention registration), it is expected that the Member-at-Large will make use of the complimentary transportation services.
- e. Where a Member-at-Large chooses to use a mode of transportation other have the most economical



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method, reimbursement shall be as though the most economical method was used.

- f. A Member-at-Large may select a route or mode of transportation to combine personal activities with a board, committee, commission, or entity business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- g. Air travel shall not exceed regular economy class rates. If the Member-at-Large chooses other rates they will be personally responsible for the rates over and above the economy rates.
- h. In the event of adverse weather conditions, the Member-at-Large shall be permitted to seek accommodations until safe travel can be resumed. Unexpected meals and accommodations expenses incurred as a result of adverse weather shall be reimbursed as prescribed in Appendix A of the Subsistence and Travel Expenses Policy upon submission of all applicable receipts.

### 3. Meals and Accommodation

- a. Where a Member-at-Large is required to travel on approved business for the board, committee, commission, or entity, the Member-at-Large may claim a meal allowance as prescribed in Appendix A of the Subsistence and Travel Expenses Policy.
- b. The Municipal District of Lesser Slave River No. 124 will not provide reimbursement for alcoholic beverages.
- c. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Member-at-Large hotel accommodation be the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member-at-Large. Every effort must be made by Administrative Representative to book hotel accommodations for Member-at-Large, with charges billed directly to the Municipal District of Lesser Slave River No. 124.
- d. The Municipal District of Lesser Slave River No. 124 will reimburse the Member-at-Large for private accommodations as prescribed in Appendix A of the Subsistence and Travel Expenses Policy except if the accommodation is a private dwelling of the Member-at-Large, in which no reimbursement will be paid.



Lesser Slave River

## MD of LESSER SLAVE RIVER Policy



### 4. Registrations

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, or other similar functions shall be paid by the Municipal District.
- b. All registrations are to be submitted to the Administrative Representative, who will submit registrations and make hotel accommodations on behalf of the Member-at-Large.

### 5. Signing Authority

- a. The Administrative Representative shall review, sign, and approve for payment all expense claims submitted under this policy.
- b. When remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.

### 6. Administration

- a. Member-at-Large remuneration and expense budgets are approved in the annual budget.
- b. The Member-at-Large must submit their remuneration to the Administrative Representative by the 21st of each month.
- c. Expense claims must be submitted within two months following the end of the month in which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- d. Notwithstanding clause 6(c) above, the Member-at-Large must submit all outstanding remuneration and expense claims within one month of the closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- e. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must be detailed; a credit card statement will not be accepted for reimbursement.
- f. Compliance with this policy is the responsibility of each individual Member-at-Large in cooperation with the Administrative Representative of the board, committee, or commission.



Lesser Slave River

MD of LESSER SLAVE RIVER Policy



- g. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- h. The Administrative Representative will process claims for remuneration and expense reimbursement in a timely manner. Should there be a concern, the Member-at-Large and the Administrative Representative will meet to discuss and attempt to resolve the concern. Should there be continued disagreement on the interpretation of the policy, the matter will be referred to Council for its decision.

This Policy Aligns with all other Municipal District of Lesser Slave River Policies & Procedures

"Original Signed"

\_\_\_\_\_  
Chief Administrative Officer  
Barry Kolenosky

*February 22, 2024*  
Date

"Original Signed"

\_\_\_\_\_  
Reeve  
Murray Kerik

*February 22, 2024*  
Date

SPECIAL NOTES/CROSS REFERENCE: B31 Policy & Procedure Development  
AMENDMENT DATE: February 14, 2024



Lesser Slave River



**Lesser Slave River**

**Request for Decision**

Title	<b>Council Remuneration Policy</b>
Date	10/23/2024
Presented By:	Barry Kolenosky, CAO
Attachments	Policy CL-11-06 Council Remuneration

Proposed Motions	<i>Move to accept CL-11-06 Council Remuneration Policy review as information.</i>
Administrations Recommendation(s)	As proposed

**Background**

Council members receive remuneration at rates approved by Council resolution to compensate them for their time and work. Current rates (set February 2024) are as follows:

<u>Prescribed Meeting Day Rate:</u>	
Reeve, Deputy Reeve, and Councillor	\$328.68
<u>Prescribed Monthly Stipend for Preparation Time:</u>	
Reeve	\$1579.34
Deputy Reeve	\$1118.35
Councillor	\$987.08
<u>Prescribed Monthly Stipend for Communications:</u>	
Reeve, Deputy Reeve and Councillors	\$103.36

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Prepared by: Marilyn Gladue, Executive Assistant  
 Review by: Sandra Rendle, Associate Director, Legislative Services  
 Approved by: Barry Kolenosky, Chief Administrative Officer

MD of LESSER SLAVE RIVER

# Policy



<b>Title:</b>	<b>COUNCIL REMUNERATION</b>
<b>Policy Number:</b>	<b>CL-11-06</b>
<b>Effective Date:</b>	<b>February 14, 2024</b>
<b>Resolution:</b>	<b>025-24</b>
<b>Department Responsible:</b>	<b>Council</b>
<b>Supersedes Policy No:</b>	<b>A13 (2024)</b>
<b>Next Review Date:</b>	<b>January 2025</b>

**POLICY STATEMENT:**

The purpose of this policy is to establish fair and equitable compensation for elected officials for performance of their duties as elected officials, for attending meetings of committees to which they are appointed by Council, and for attending various other meetings and special events as representatives of the Municipal District of Lesser Slave River No. 124.

**DEFINITIONS:**

“**Daily Fee**” means the rate-of-pay for each meeting attended as outlined in Schedule B;

“**Elected Official**” means the Reeve, Deputy Reeve, and Councillors of the Municipal District of Lesser Slave River No. 124;

“**Monthly Honorarium**” means the monthly flat rate of pay to account for the time each member of Council spends representing the Municipal District of Lesser Slave River No. 124 and conducting the day-to-day business of a Council Member.

**PRINCIPLE:**

**1. Remuneration Model**

- a. The Reeve, Deputy Reeve and Councillors are remunerated on a monthly honorarium plus daily fee-based model. The monthly honorarium for Reeve, Deputy Reeve and Councillors is detailed in Schedule A. Eligibility for daily rates, allowances and reimbursement of expenses is further provided for in this policy.
- b. The Council Remuneration Policy shall be reviewed, and recommended changes implemented prior to the next Municipal Election/Council term.

MD of LESSER SLAVE RIVER

# Policy

- c. Established rates of remuneration will be adjusted for a cost-of-living allowance, at the same time, in the same manner, and for the same amount (if any) as the salary grid of the Municipal District of Lesser Slave River No. 124. All rates under this policy will be rounded to the closest dollar for ease of processing.
- d. The monthly honorarium will not be reduced if a Member is unable to perform any duty.

## 2. Daily Fee

- a. Reeve, Deputy Reeve, and Councillors shall be eligible to claim a daily fee for preparing for and time spent attending meetings and/or functions identified under Part 1 as Daily Fee in attached Schedule B.
- b. For those meetings and/or functions identified under Part 1 Schedule B, Councillor shall be compensated at the Daily Fee as prescribed in attached Schedule B.
- c. For the attendance of conferences, compensation will begin at the time the Reeve, Deputy Reeve or Councillor departs from their residence to the time of return to their residence. In the event a detour in travel is necessary, compensation shall be calculated as if the detour did not occur, not to exceed the daily fee.
- d. Despite clause 2(b), Reeve, Deputy Reeve, and Councillors are eligible to claim the daily fee for required travel, on the day before and/or the day after, to attend meetings and/or functions identified under Part 1 Daily Fee in attached Schedule B.
- e. In the event that an Elected Official is entitled to receive an honorarium from a standalone Commission/Board/Authority that generates its own independent financial statements, that honorarium shall be remitted to the Municipality. The Elected Official in that circumstance will receive the Daily Fee as applied by this policy.

## 3. Benefits

- a. Elected Officials shall be entitled to participate in the Municipality's health benefits as per the requirement and limits set out in each plan, with the Municipality paying 75% of the costs and the Elected Official paying 25% of the costs.
- b. The cost of benefits will be deducted from the Elected Official's monthly honorarium



## **Lesser Slave River**

### **4. Communication Allowance**

- a. All Elected Officials are provided with either an iPad, tablet, or laptop for the duration of the term.
- b. Elected Officials are eligible to receive a monthly communication allowance as set out in Schedule A of this policy.

### **5. Travel Expenses**

- a. Travel expense claims are permitted to events as listed in attached Schedule B. All travel claims must detail the date, time, travel location and purpose of the event or activity. Lump-sum travel claims will not be approved.
- b. Use of personal vehicles for conducting Municipality business shall be paid in accordance with Appendix A of the Subsistence and Travel Expenses Policy.
- c. Where travel is authorized, the most direct, economical, and logical mode of travel shall be utilized.
- d. Where transportation is provided (for example, as part of convention registration), it is expected that Elected Officials will make use of the complimentary transportation services.
- e. If multiple Elected Officials are attending the same event or functions, it is expected, when practical, that they will commute together.
- f. Where an Elected Official chooses to use a mode of transportation other than the most economical method, reimbursement shall be as though the most economical method was used.
- g. An Elected Official may select a route or mode of transportation to combine personal activities with Municipality business, but reimbursement for travel expenses shall be paid on the basis of the expenses that would have been incurred had the trip been made using the prescribed route and/or mode.
- h. Air travel shall not exceed regular economy class rates. If the Member chooses other rates, they will be personally responsible for the rates over and above the economy rates.
- i. In the event of adverse weather conditions, Elected Officials shall be permitted to seek





## **Lesser Slave River**

accommodations until safe travel can be resumed. Unexpected meals and accommodations expenses incurred as a result of adverse weather shall be reimbursed as prescribed in Appendix A of the Subsistence and Travel Expenses Policy upon submission of all applicable receipts.

### **6. Meals and Accommodation**

- a. Where an Elected Official is required to travel on approved municipal business, the Member may claim a meal allowance as prescribed in Appendix A of the Subsistence and Travel Expenses Policy.
- b. The Municipal District of Lesser Slave River No. 124 will not provide reimbursement for alcoholic beverages.
- c. Elected Officials may pay for the meal cost of other Members or other elected officials, of the meeting for which the meal costs relate to a meeting regarding Municipal District of Lesser Slave River No. 124 business.
- d. Hotel accommodations will require a receipt in order to be reimbursed. It is expected that the Elected Official's hotel accommodation be the most economical room available. Unnecessary or unreasonably excessive costs or hotel upgrades will be the financial responsibility of the Member. When possible, every effort will be made by Administration to book hotel accommodations for Elected Officials, with charges billed directly to the Municipal District of Lesser Slave River No. 124.
- e. The Municipal District of Lesser Slave River No. 124 will reimburse Elected Officials for private accommodations as prescribed in Appendix A of the Subsistence and Travel Expenses Policy except if the accommodation is a private dwelling of the Member, in which no reimbursement will be paid.
- f. If an Elected Official's adult partner chooses to attend a Municipal event, the resulting costs will be borne by the Member.

### **7. Registrations**

- a. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Official Education Program (EOEP) courses or other similar functions shall be paid by the Municipality.
- b. Registration fees for duly authorized attendance at conventions, seminars, workshops, Elected Officials





## **Lesser Slave River**

Education Program (EOEP) courses or other similar functions booked by the Member will require a receipt in order to be reimbursed.

- c. Whenever possible all registrations are to be submitted to the designated municipal employee who will submit registrations and make hotel accommodations on behalf of the Member.

### **8. Signing Authority**

- a. The Executive Assistant and/or designate shall review, sign, and approve for payment all expense claims submitted under this policy.
- b. When remuneration or expenses requested are beyond those outlined in this policy, or if a conflict arises, the matter shall be referred to Council as a whole for resolution.
- c. On a monthly basis, the Chief Administrative Officer, or his or her designate, shall ensure the most recently approved expense sheets are submitted to Council as part of a regular meeting agenda, for information purposes.

### **9. Administration**

- a. Elected Official remuneration and expense budgets are approved in the annual budget.
- b. If an Elected Official exhausts the budget allocations for remuneration and expenses a Council resolution will be required to approve subsequent claims.
- c. Elected Officials must submit monthly remuneration to the payroll clerk by the 21<sup>st</sup> of each month.
- d. Expense claims must be submitted within two months following the end of the month in which the expenses were incurred. For example, expenses incurred in January must be submitted by March 31 of that year.
- e. Notwithstanding clause 9(d) above, Elected Officials must submit all outstanding remuneration and expense claims within one month of the closing of a budget year. This means that all expenses incurred prior to December 31 of a given year, must be submitted by January 31 of the next year.
- f. Expense claims must be accompanied by all necessary receipts and/or documentation. Receipts must





**Lesser Slave River**

- be detailed; a credit card statement will not be accepted for reimbursement.
- g. All approved remuneration and expense claim values will be posted on the Municipal District of Lesser Slave River No. 124 website in an aggregate form as considered appropriate by the Chief Administrative Officer, or his or her designate.
- h. Compliance with this policy is the responsibility of each individual Member in cooperation with the municipal Council as a whole.
- i. The procedures of this policy apply to all expense claims that are submitted on or after the effective date of this policy.
- j. Should an Elected Official wish to decline any portion of the eligible annual salary or allowances under this policy, the Member shall submit a written request to the Chief Administrative Officer, or his or her designate, specifying the time frame or parameters of the cessation.

This Policy aligns with all other Municipal District of Lesser Slave River No.124 Bylaws, Policies & Procedures

"Original Signed"

Chief Administrative Officer  
Barry Kolenosky

Feb 14, 2024

Date

"Original Signed"

Reeve  
Murray Kerik

Feb 22, 2024

Date

SPECIAL NOTES/CROSS REFERENCE: B31 Policy & Procedure Development  
K20 Travel & Subsistence

AMENDMENT DATE: February 14, 2024



**Lesser Slave River**



**Lesser Slave River**

**SCHEDULE "A"**

**Part 1- Monthly Honorarium**

Elected Official shall receive the following monthly honorarium:

Reeve:	\$1579.34
Deputy Reeve:	\$1118.35
Councillor:	\$987.08

**Part 2- Monthly Honorarium Criteria**

The Elected Official shall receive the monthly Honorarium for:

- Work within the Municipality with residents and businesses including communicating with residents and business owners.
- Preparation for Council and Committee meetings, including travel time to the Municipal Office to pick up Council agenda packages.
- Informal meetings with the Chief Administrative Officer, or his or her designate, to discuss Municipal business.
- Attendance at social functions as dignitaries representing the Municipality. This would include Remembrance Day Ceremonies and grand openings within the Municipality.
- Meetings with the media. This includes press conferences, interviews and/or meetings.
- Attendance at functions for staff and Elected Officials, including staff barbecues, Christmas Parties, and farewell lunches/dinners.

**Part 3 - Communications Allowance**

The Elected Official shall receive a communication allowance in the amount of: \$103.36 Per Month





## Lesser Slave River

### SCHEDULE "B"

#### Part 1 - Daily Fee

Elected Officials (Reeve, Deputy Reeve, Councillors) shall receive the following meeting Daily Fee:

Daily Fee     \$329

In addition to the monthly honorarium as described in Schedule "A", Elected Officials shall be compensated a daily fee for meetings, conferences and official duties as listed:

- Attendance at Regular Council Meetings, Committees of the Whole, Special Council Meetings, and Organizational Meetings of Council.
- Attendance, as the Council representative, at all internal committee meetings of the Municipality.
- Attendance, as the Council representative, at all external committee meetings of the Municipality.
- Attendance at Council-approved Conferences.
- Zone/District meetings of the Alberta Municipalities (AM), and the Rural Municipalities of Alberta (RMA).
- Meetings with other municipalities, including Regional Mayor and Reeve meetings and joint council meetings.
- Meetings with other government agencies and businesses, including meetings with the Province, School Division, Regional Health Authority, and meetings with the Member of Parliament (MP) or Member of the Legislative Assembly (MLA).
- Public planning meetings, not held as part of the regular Council Meetings. This includes Town Hall Meetings and Open Houses.
- Training sessions, including orientation meetings prior to the Organizational Meeting, Assessment Review Board training, law seminars, etc.
- Attendance at community social events and celebrations, either within or outside the Municipality, if formally invited to deliver a presentation or speech, or attend in an official capacity.
- AM & RMA Ad Hoc Committees if no remuneration from AM or RMA.
- All other meetings, conferences and seminars as approved by the majority of Council.
- Elected Officials are allowed two (2) meeting days per year to use at their discretion without having Council approval.



Lesser Slave River



# Lesser Slave River

## Part 2- Travel Expenses

Elected Officials are eligible to submit mileage claims for:

- Attendance at all meetings, conferences and seminars as listed in Schedule B Part 1- Daily Fee (above).
- Mileage for traveling within the Municipality for the purposes of meeting with residents and businesses.
- Attendance at social functions and celebrations, whereby the Member has been invited by the organizing group to attend and represent the Municipality.
- Attendance at networking opportunities and community events while representing the Municipality.





**Lesser Slave River**

**Request for Decision**

Title	<b>Travel and Subsistence (without receipts)</b>
Date	10/23/2024
Presented By:	Barry Kolenosky, CAO
Attachments	Policy K.20 Subsistence and Travel Expenses

Proposed Motions	<i>Move to accept K.20 Subsistence and Travel Expenses Policy review as information.</i>
Administrations Recommendation(s)	As proposed.

**Background**

Subsistence and travel expenses are based on annual rates prescribed by Canada Revenue Rates. Rates are as follows for the 2024 year:

Mileage: \$0.70 per km for the first 5,000km  
                  \$0.64 per km thereafter

Meals:           (Based on \$98.00 per day)  
                  Breakfast       \$24.00  
                  Lunch               \$24.00  
                  Dinner              \$50.00

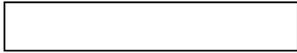
Private Accommodation Rate:       \$50.00

Travel Expenses Without a Receipt:       \$15.00 (taxi, transit, parking)

Policy K20 was last amended and approve January 24, 2024.

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Prepared by: Marilyn Gladue, Executive Assistant  
Reviewed by: Sandra Rendle, Associate Director, Legislative Services  
Approved by: Barry Kolenosky, Chief Administrative Officer



**TITLE:** SUBSISTENCE AND TRAVEL EXPENSES

**EFFECTIVE DATE:** January 24, 2024

**POLICY NUMBER:** K20

The Municipal District of Lesser Slave River No. 124 (MDLSR) shall reimburse business expenses incurred by Employees in the performance of their duties. Where Employees incur such expenses, it is expected that logic and good business sense prevail.

**Definitions:**

“**Employee**” means Salaried and Wage Employees, Reeve and Councillors, and any Board or Committee Member that incurs costs associated with the performance of their regular duties.

“**MDLSR**” means the Municipal District of Lesser Slave River

**Principle:**

1. Mileage will be paid at the following rate:
  - 70 cents per kilometer for the first 5000 Kms,
  - 64 cents per kilometer thereafter,
  - 70 cents per kilometer for more than 5000 Kms if an election is made by an individual to include the increased reimbursement for mileage (that is then subject to income taxation as a taxable benefit)
  - or a municipal vehicle will be provided.
2. Commercial travel will be paid at economy rates.
3. Staff who attend any business approved event away from the work site, but not requiring an overnight stay, and where meals are not provided or special dietary requirements are warranted, will receive meal allowances (inclusive of GST) at the following rates:

Meals:	Breakfast	\$24.00
	Lunch	\$24.00
	Supper	\$50.00
	Total	\$98.00 per day

\* Alcoholic beverages will not be paid for.



4. Hotel accommodations and other travel expenses (parking, taxis, etc.) will require a receipt in order to be reimbursed. Staff may utilize private accommodations and will be paid \$50.00 for overnight accommodation only.
5. An incidental allowance of \$15.00 per day will be provided to cover incidental and miscellaneous expenses.
6. Spouse's registration fees, banquet tickets, meal allowances and travel expenses will **NOT** be paid.
7. Expenses for staff will be paid at the discretion of the Chief Administrative Officer, Director, or Manager.
8. Reimbursement claims should be submitted for processing within 30 days of the end of the current budget year. No reimbursement shall be made after the budget year to which they should be allocated has expired.
9. In the event that a staff member shall receive any remuneration from another board, commission or committee for the staff member's duly authorized attendance, on behalf of the MDLSR at a meeting of the said board, commission or committee, the staff member shall pay to the MDLSR the said remuneration before accepting any remuneration, allowance or expenses from the MDLSR for the staff member's attendance to the external meeting of the board, committee or commission.

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

  
\_\_\_\_\_  
Reeve



**Lesser Slave River**

**Appendix A**

**Policy K20 - Subsistence and Travel Expenses**

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*Current prescribed Canada Revenue Agency Rates for 2023 (except for meals)*

- Mileage:**
- \$0.70 per km for the first 5,000 km
  - \$0.64 per km thereafter
  - \$0.70 per km for more than 5,000km if an election is made by an individual to include the increased reimbursement for mileage (that is then subject to income taxation as a taxable benefit)

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>

- Meals:** (Based on \$98.00 per day)
- Breakfast: \$24.00
  - Lunch: \$24.00
  - Dinner: \$50.00

**Private Accommodation Rate:** \$50.00 per night

**Travel Expenses Without a Receipt:** \$15.00 (taxi, transit, parking)

# Boards and Committee Appointments

# Agricultural Services

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## Agricultural Service Board (ASB)

The purpose of this board is to promote agriculture in the MD and to assist with new projects. The board also sets goals, objectives, prepares a yearly budget, plans annual projects with the Agriculture Fieldman, assists with different workshops, and completes the performance appraisal of the Agricultural Fieldman annually. This board recommends agricultural policy to Council and serves as the forum for MD farmers and ranchers to discuss emerging issues.

Frequency of Meeting: Every second Thursday of the month or as required  
Time/Place: 10:00 a.m. at the Flatbush Sub-Office and/or via Zoom

Previously Appointed (2 Councillors and 3 Members at Large):

- Councillor Sandra Melzer
- Councillor Darren Fullmore
- Damond Stadnyk
- Matthew Borris
- Jessica Mittelstadt

MEMBER AT LARGE APPLICATIONS WILL BE PROVIDED AT MEETING

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the Agricultural Service Board until the 2025 Organizational Meeting of Council.

**Proposed Motion:** Move to appoint \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ to the Agricultural Service Board as Members at Large until the 2025 Organizational Meeting of Council.

**Veterinary Services Incorporated**

This is a program for veterinary service on domestic cattle, hogs, sheep and goats raised or grown for the production of food. The municipality (combined with grant funding) subsidizes eligible veterinary costs to producers residing within the MD. This representative of Council also must be on the ASB.

Frequency of Meeting: Annually

Previously Appointed (1 Councillor and 1 Alternate):

- Councillor Darren Fulmore
- *Councillor Sandra Melzer – Alternate*

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ as member and Councillor \_\_\_\_\_ as alternate to the **Veterinary Services Incorporated Board** until the 2025 Organizational Meeting of Council.

**Agricultural Acts Appeal Panel**

*The purpose of this panel is to serve as the appeal body for weed and pest appeals.*

Previously Appointed (1 Councillor, 1 Alternate and 4 Members at Large) as per Policy J.18 Agricultural Acts Appeal Panel Policy.

- Councillor (*Vacant*)
- Councillor (*Vacant*) - Alternate
- Debbie Parsons
- Charlotte Measor
- Vacant
- Vacant

MEMBER AT LARGE APPLICATIONS WILL BE PROVIDED AT MEETING

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ as member and Councillor \_\_\_\_\_ as alternate to the **Agricultural Act Appeal Panel** until the 2025 Organizational Meeting of Council.

**Proposed Motion:** Move to appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as Members at Large to the **Agricultural Act Appeal Panel** until the 2025 Organizational Meeting of Council.

# Waste Management

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## Lesser Slave Regional Waste Management Services Commission

The commission is made up of Town of Slave Lake and MD Council members to oversee the management of the landfill, formulate policy, and authorize expenditures and budget. Serving as Commission Manager, the MD is responsible for the day-to-day operations.

Frequency of Meeting: Quarterly  
Time/Place: MD Council Chambers

Previously Appointed (3 Councillors):

- Deputy Reeve Lana Spencer
- Councillor Brad Pearson
- Councillor Norm Seatter

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_, Councillor \_\_\_\_\_, and Councillor \_\_\_\_\_ to the Lesser Slave Regional Waste Management Services Commission until the 2025 Organizational Meeting of Council.

## Athabasca Regional Waste Management Services Commission

The Athabasca Regional Waste Management Services Commission (ARWMSC) was established by a provincial government Order in Council in 1999. The ARWMSC is a corporation under the *Municipal Government Act* section 15.1 and is made up of members from Athabasca County, the MD of Lesser Slave River No. 124, Town of Athabasca and the Village of Boyle. The Commission operates a regional landfill near Lawrence Lake in the MD.

Frequency of Meeting: Quarterly  
Place: Athabasca

Previously Appointed (2 Councillors):

- Councillor Darren Fulmore
- Councillor Nancy Sand

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the Athabasca Regional Waste Management Services Commission until the 2025 Organizational Meeting of Council.

# Community Futures

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## Community Futures Slave Lake Region

Community Futures are non-profit organizations guided by a volunteer board of directors and staffed with business professionals who together are actively engaged in helping to develop and implement community-based economic development strategies.

Frequency of Meeting: 4<sup>th</sup> Tuesday of every month  
Time/Place: Alternate between High Prairie and Slave Lake except for April when another venue is chosen

Previously Appointed (1 Councillor):

- Councillor Nancy Sand

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Community Futures Slave Lake Region until the 2025 Organizational Meeting of Council.

## Community Futures – Tawatinaw

A resident of the Flatbush/Chisholm area serves to represent citizens on a volunteer board of directors. Tawatinaw Community Futures is a not-for-profit government funded corporation and provides small business counseling, assistance with business plans, business loans, entrepreneurial training, and community economic development assistance to community partners.

Frequency of Meeting: Eight meetings per year  
Time/Place: Westlock

Previously appointed (1 Councillor):

- Councillor Sandra Melzer

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Community Futures Tawatinaw until the 2025 Organizational Meeting of Council.

# Inter-Municipal Committees

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## Inter-Municipal Committee

This committee consists of members from both the MD and the Town of Slave Lake councils and is where issues of mutual concern are discussed. Both councils strive to maintain a good working relationship and bring recommendations to subsequent councils. The committee also serves as the overseer of the Visitor Information Centre (a jointly held asset of the Town and MD).

Frequency of Meeting: At least Quarterly  
Time/Place: Alternating between the Town and MD

Previously Appointed (4 Councillors and Reeve):

- Reeve Murray Kerik
- Deputy Reeve Lana Spencer
- Councillor Brad Pearson
- Councillor Norm Seatter

### Call for Nominations

**Proposed Motion:** Move to appoint Reeve Murray Kerik, Councillor \_\_\_\_\_, Councillor \_\_\_\_\_, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the Inter-Municipal Committee until the 2025 Organizational Meeting of Council.

# Watersheds

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## Lesser Slave Lake Watershed Council

The Lesser Slave Lake Watershed Council is a non-profit group of volunteers who work with the provincial government to maintain the health of the Lesser Slave Watershed. Members of the council are representatives from towns, municipalities, First Nation communities, industries, cottage owners, non-profit organizations as well as recreation and tourism groups who have an interest in how the waters of Lesser Slave Lake and its tributaries are managed.

Frequency of Meeting: As required

Time/Place: High Prairie/Slave Lake

Previously Appointed (1 Councillor and 1 Alternate):

- Councillor Norm Setter
- Councillor Brad Pearson – Alternate

### Call for Nominations

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ as member and Councillor \_\_\_\_\_ as alternate to the Lesser Slave Lake Watershed Council until the 2025 Organizational Meeting of Council.

## Athabasca Watershed Council (AWC)

The AWC is a non-profit group of volunteers who work with the provincial government to maintain the health of the Lesser Slave Watershed. Members of the council are representatives from towns, municipalities, first nation communities, industries, cottage owners, non-profit organizations as well as recreation and tourism groups who have an interest in how the waters of Lesser Slave Lake and its tributaries are managed.

Previously Appointed (1 Councillor):

- Vacant

### Call for Nominations

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Athabasca Watershed Council until the 2025 Organizational Meeting of Council.

# Library Boards

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## Peace Library System

The [Board of Directors](#) is the legal authority for the Peace Library System. As a member of the Board, a Board Member acts in a position of trust for the community and is responsible for the effective governance of the Peace Library System.

Frequency of Meeting: Four times per year  
Time/Place: Grande Prairie

Previously Appointed (1 Councillor and 1 Alternate):

- Councillor Brad Pearson
- Councillor Nancy Sand – Alternate

### Call for Nominations

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ as member and Councillor \_\_\_\_\_ as alternate to the Peace Library System until the 2025 Organizational Meeting of Council.

## Slave Lake Regional Library Board

The Board consists of eight members. Their role is to formulate policy, oversee running of the Slave Lake, Smith, and Flatbush libraries. As per agreement, Public Appointments shall be for a term of three years; the term of any public member shall not exceed nine consecutive years. Council appointments shall be for a term as determined by the respective Councils.

Frequency of Meeting: Second Wednesday of every month

Time/Place: Slave Lake Library

Previously Appointed (1 Councillor and 2 Members at Large):

- Councillor Nancy Sand
- Charlotte Measor was appointed in 2021 (expires October 2024)
- Angela Wright was appointed in 2020 (expires October 2023)

MEMBER AT LARGE APPLICATIONS WILL BE PROVIDED AT MEETING

### Call for Nominations

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Slave Lake Regional Library Board until the 2025 Organizational Meeting of Council.

**\*Also need to appoint Member at Large for a three year term**

# Airport

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## Slave Lake Airport Services Commission

The purpose of the commission is to ensure that the Slave Lake Airport remains open and sustainable while looking for opportunities to enhance airport services. The commission consists of three members from the Town of Slave Lake and three members from the MD. The Town of Slave Lake is responsible for the day-to-day operations.

Frequency of Meeting: Once per month except for July and August  
Time/Place: Airport

Previously Appointed (3 Councillors):

- Councillor Darren Fulmore
- Councillor Brad Pearson
- Councillor Norm Seatter

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the **Slave Lake Airport Services Commission** until the 2025 Organizational Meeting of Council.

# Planning & Development

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**SDAB MEMBERS CANNOT BE APPOINTED TO THE MPC – MPC MEMBERS CANNOT BE APPOINTED TO THE SDAB.**

## **Municipal Planning Commission (MPC)**

The MPC is composed of six members appointed by resolution of Council for a period not to exceed three years. The Commission acts as the Subdivision Authority pursuant to the provisions of the Land Use Bylaw. Bylaw 2021-18 was created to establish a Municipal Planning Commission.

Frequency of Meeting: When required  
Time/Place: MD Council Chambers/Flatbush Sub-Office

Previously Appointed (4 Councillors and 3 Members at Large):

- Deputy Reeve Spencer
- Councillor Darren Fulmore
- Councillor Norm Seatter
- Councillor Brad Pearson
- Becky Peiffer
- Carol Stockman
- Debbie Parsons

**MEMBER AT LARGE APPLICATIONS WILL BE PROVIDED AT MEETING**

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_, Councillor \_\_\_\_\_, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the **Municipal Planning Commission** until the 2025 Organizational Meeting of Council.

**Proposed Motion:** Move to appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_, to the **Municipal Planning Commission** until the 2025 Organizational Meeting of Council.

## Taxation & Assessment

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### **Local & Composite Assessment Review Board**

As per Bylaw 2018-08 - Capital Region Assessment Service Commission provides the MD with a list of Panellists. Council appoints of Board Members, Chair and Assessment Clerk annually by Council once provided by CRASC.

**FOR INFORMATION ONLY**

# Seniors & Housing

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## **Lesser Slave Lake Regional Housing Authority (LSLRHA)**

The authority is governed by a seven-member board with representation from Councils of the MD of Opportunity, Town of Slave Lake (TOSL), the MD of Lesser Slave River No. 124 (MD) and citizens at large from the MD and TOSL, appointees of the B.E.S. Legion of Slave Lake and local representative of the Métis Nation of Alberta. The authority strives to provide decent, low cost, subsidized housing to qualified applicants in the Lesser Slave Lake area.

Frequency of Meeting: Once per month  
Time/Place: Slave Lake

Previously Appointed (2 Councillors and 1 Member at Large):

- Councillor Nancy Sand
- Councillor Brad Pearson
- Brent Mackay

MEMBER AT LARGE APPLICATIONS WILL BE PROVIDED AT MEETING

### Call for Nominations

**Recommendation:** Move to appoint Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the Lesser Slave Lake Regional Housing Authority until the 2025 Organizational Meeting of Council.

**Recommendation:** Move to appoint \_\_\_\_\_ as a Member at Large to the Lesser Slave Lake Regional Housing Authority until the 2025 Organizational Meeting of Council.

## Homeland Housing

Homeland Housing provides housing for seniors of the MD south and east of the Athabasca River in conjunction with other rural areas south and including the City of St. Albert (areas west and north of the Athabasca River are serviced by the LSLRHA).

Frequency of Meeting: Once per month

Time/Place: Morinville, Westlock and other areas

Previously Appointed (1 Councillor):

- Councillor Sandra Melzer

### Call for Nominations

**Recommendation:** Move to appoint Councillor \_\_\_\_\_ to Homeland Housing until the 2025 Organizational Meeting of Council.

# Miscellaneous Boards/Committees

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## Slave Lake Chamber of Commerce

The organization meets to discuss regional business happenings and initiatives. MD representatives do not sit on the board but attend the meetings for informational purposes only.

Frequency of Meeting: Last Monday of every month  
Time/Place: Sawridge Inn & Conference Centre

Previously Appointed (1 Councillor):

- Councillor Norm Seatter

**Call for Nominations**

**Recommendation:** Move to appoint Councillor \_\_\_\_\_ to the Slave Lake Chamber of Commerce until the 2025 Organizational Meeting of Council.

## Community Education Committee

The Community Education Committee ensures that residents have access to education and training suitable to their needs and goals. Since members are nominated by elected bodies, they report back to their nominating body about college programs and activities.

Previously Appointed (1 Councillor):

- Councillor Norm Seatter

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Community Education Committee until the 2025 Organizational Meeting of Council.

**Slave Lake Regional Tourism Society**

The Slave Lake Regional Tourism Society works to promote tourism in the Slave Lake region, to bring awareness of the many year-round activities held both indoors and out, and partners to organize annual events such as the Slave Lake “All-In” event.

Previously Appointed (1 Councillor):

- Deputy Reeve Spencer

**Call for Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ to the Slave Lake Regional Tourism Society until the 2025 Organizational Meeting of Council.

## Reeve Appointments

For Information Only

### Northern Alberta Development Council (NADC)/Northern Alberta Elected Leaders (NAEL)

The NAEL is a forum consisting of elected representatives, normally the Chief Elected Officials, to discuss emerging issues affecting communities within the mandate boundaries of the NADC. The NADC is involved in northern economic development and serves as a research/reference body for Northern Alberta Members of the Legislature Assembly.

Reeve Murray Kerik is appointed for the full term based on his position.

### Wildfire Legacy Corporation (WLC)

The WLC is a Part IX Corporation established to manage the Wildfire Legacy Centre developed in the aftermath of the 2011 wildfires with donated funds and funds from the provincial government, Town of Slave Lake, Sawridge First Nation, and the MD.

Reeve Kerik was appointed as a Director for the Wildfire Legacy Corporation Board of Directors in compliance with the registration requirements of the Corporate Registries.

Directors: Reeve Murray Kerik representing the MD  
Mayor Tyler Warman representing the Town of Slave Lake  
Irene Twinn representing the Sawridge First Nation  
Cleo Carifelle representing Slave Lake Childcare Society  
Peter Haynes representing Slave Lake Elks Lodge  
Brandy Bolianatz representing the Town of Slave Lake as a public member

### Pembina River District 3

Pembina River District 3 (also referred to as Pembina Zone) meetings are held quarterly between 13 central municipalities. There is usually an update from the following and resolutions are also brought forward for discussion and voting:

- RMA's president & RMA's representative
- AUMA's representative
- CIBC (sponsor) with an Economic update
- Brownlee (sponsor) with municipality relevant legal topics

The Mayor/Reeve and CAO from each of the 13 municipalities attend.

# Reeve & Councillor Appointments

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## **Alberta North Central Alliance (ANCA)**

Alberta North Central Alliance’s mandate shall be to build strong, enduring, transparent inter-governmental relationships for the betterment of all peoples of the Alberta North Central Region and to identify and act upon initiatives and opportunities that provide shared benefit.

ANCA members shall be responsible for representing their respective member governments, keeping their respective Councils informed, seeking necessary approvals as required, maintaining transparent representation, and faithfully representing any agreement in principle reached by the Executive Council (the joint governing body of the ANCA).

Membership includes (in alphabetical order):

- Big Lakes County
- Bigstone Cree Nation
- Driftpile Cree Nation
- Kapawe’no First Nation
- Municipal District of Lesser Slave River
- Municipal District of Opportunity
- Sawridge First Nation
- Sucker Creek First Nation
- Town of High Prairie
- Town of Slave Lake

### Executive Council Composition

The Executive Council shall be comprised of two (2) elected officials, one of whom must be the Chief Elected Official and one alternate from each of the member governments, as appointed by each government. Each Executive Council member shall be appointed for a term determined by the appointing member government. Each member government may also designate a staff person for support, as well as a Recording Secretary.

### **Call for Councillor Nominations**

**Proposed Motion:** Move to appoint Councillor \_\_\_\_\_ as alternate to the Alberta North Central Alliance until the 2023 Organizational Meeting of Council.

# Tri-Council Subcommittees

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## Health Advocacy Committee

The Health Advocacy Committee advocates for solutions to health-related issues and concerns to other levels of government, health care service providers, agencies, and advisory bodies.

Previously Appointed:

- Councillor Brad Pearson
- Deputy Reeve Spencer
- Councillor Sandra Melzer

**Call for Nominations**

**Recommendation:** Move to appoint Councillor \_\_\_\_\_, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to the Health Advocacy Subcommittee until the 2025 Organizational Meeting of Council.

## **All Council Appointed Boards & Committees**

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### **Community Assistance Board**

Frequency of Meeting: Quarterly

Time/Place: MD Council Chambers

### **Disaster Services Committee**

Frequency of Meeting: Yearly

Time/Place: MD Council Chambers

### **Tri-Council – MD, TOSL & Sawridge First Nation**

Frequency of Meeting: Monthly

Time/Place: Town of Slave Lake Council Chambers

## Member-at-Large Applications Received as of October 16, 2024

### Agricultural Service Board – seeking 3 members

1. Jessica Mittelstadt
2. Damond Stadnyk
3. Becky Peiffer
4. Matthew Borris
5. Madison Vekved

### Agriculture Act Appeal Panel – seeking 4 members

1. Charolette Meason

### Subdivision & Development Appeal Board – seeking 4 members

1. Brent Mackay
2. Charlotte Measor
3. Scott Weinrich

### Municipal Planning Commission – seeking 3 members

1. Carol Stockman
2. Becky Peiffer
3. Brent Mackay
4. James Weinrich

### Lesser Slave Regional Housing Authority – seeking 1 member

1. Brent Mackay
2. Becky Peiffer

### Slave Lake Regional Library Board

1. Charlotte Measor