



Council Workshop
Council Chambers
December 12, 2016
7:00 p.m.

1. Call to Order
2. Modification to or Adoption of Agenda
3. Adoption of Minutes
4. Municipal Affairs presentation to Council
5. Council Policies and Bylaw Committee – Council Procedures review discussion
6. Adjournment



Council Workshop
Council Chambers
November 28, 2016
6:00 p.m.

In attendance: Mayor Leslie, Councillors: Myron Thompson, Verna McFadden, Paul Isaac and Chris Vardas

Absent: Councillors: Blatchford and Funke

Staff in attendance:

Angie Lucas, CAO (Interim)

Vic Pirie, Director of Finance

Cynthia Robey, Legislative Executive Assistant

Ian James, Community Services Manager

1. Call to Order

Mayor Leslie called the meeting to order at 6:00 p.m.

2. Modification to or Adoption of Agenda

Councillor Vardas moved that the Town of Sundre Council adopt the November 28, 2016 Workshop Agenda, as presented. **Carried**

3. Adoption of Minutes

Councillor Thompson moved that the Town of Sundre adopt the October 24, 2016 Workshop Minutes. **Carried**

4. Cross County Ski Trails presentation and discussion

Mr. Ian James, Manager of Community Services, presented a power point presentation regarding cross country ski trails. The report highlighted liability insurance, trail signage, a proposed online public survey in Spring 2017, and the recommendation for Council to consider re-approving track setting and winter trail use by the Sundre Bike n' Ski Club for annual review by Administration.

5. Communication Plan and Toolkit presentation and discussion

Mr. Jon Allan, Economic Development Officer, presented a power point presentation covering communication needs, challenges and implementation suggestions to improve existing communication strategies and the creation of new goals and strategies.

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6. Discuss Ideas for a potential 2016 surplus of funds

Mayor Leslie initiated a discussion for ideas on where to allot surplus funds. The following suggestions were made by Council:

- SAEWA membership
- Broadband
- Big Brothers Big Sisters
- Library
- Aquaplex pool
- “Rainy Day” Fund
- Budget stabilization fund
- Reserves
- Commitments

Vic Pirie, Director of Finance and Administration, advised Council that the topic of Reserves will be discussed in a future council meeting in January 2017. Administration advised Council to not prematurely draft a plan to assign funds without knowing more information yet to be provided to Council.

Mayor Leslie called a recess at 7:26 p.m. Workshop resumed at 7:34 p.m.

7. Presentation(s) to Council – discussion re allotted time allowed

Administration brought forward the concern that Presentations occurring during regular Council Meetings are too long in duration. Council Procedures Bylaw was discussed. Council provided recommendations to Administration to re-structure the process of Presentations and amend the Council Procedures Bylaw as needed.

8. Draft Templates: Council Meeting Agenda and Council Report form

Legislative Services presented copies of proposed templates that have been designed based on the current MGA standards. Detailed discussion. The proposed templates were accepted by Council.

9. RFD Fee Bylaw

Vic Pirie, Director of Finance and Administration, shared a detailed report outlining the Schedule of Fees and Charges effective January 1, 2017. This Bylaw will be presented to Council on December 5, 2016.



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Councillor Thompson moved that the Town of Sundre Council move to go In-Camera at 8:39 p.m. **Carried**

10. In-Camera

Labour / Legal: as per Freedom of Information and Protection of Privacy Act Part 1, Division 2, Sections 19 & 27

Councillor Isaac moved that the Town of Sundre Council move to come out of In-Camera at 9:10 p.m. **Carried**

11. Adjournment

Councillor Isaac moved that the Town of Sundre Council conclude the meeting at 9:10 p.m. **Carried**

Mayor

I hereby certify these minutes are correct.

Interim Chief Administrative Officer

Initials

Town of Sundre

Policy and Bylaw Review Committee

Terms of Reference

Purpose:

The purpose of the Policy and Bylaw Review Committee is to review all municipal policies and bylaws as needed.

Structure:

The Policy and Bylaw Review Committee will consist of:

- Three (3) Town of Sundre Councillors; to be named each year at the Organizational Meeting.
- Town of Sundre Chief Administrative Officer upon the request of the Committee; and
- Other Town of Sundre Staff upon the request of the Committee

Committee will elect a chair at first meeting after the Organizational Meeting of Council each year.

Committee functions include:

1. Review existing policies and bylaws and recommend appropriate changes to Council.
2. Evaluate specific issues and recommend any new policies and bylaws as necessary.
3. Work to maintain consistency amongst various policies, procedures, bylaws, and provincial legislation.

Policy/Bylaw Committee Meeting Minutes – Thursday, November 24, 2016

At the meeting we discussed the draft Terms of Reference; we decided as a Committee that we are happy with the current draft. Items that were discussed were as follows;

1. The reason that the terms of reference states that the CAO is only to attend at the request of the Committee because we feel that the CAO does not need to be involved with the decisions of the Committee as 90% of the Council Procedures Bylaw that will be discussed as a first priority; come from the MGA and are very straight forward. It was also mentioned that the CAO can be requested to leave if a 'land, labor, or legal' matter needs to be discussed, but it is the belief of the Committee that information such as this should never be discussed in a Committee of this nature.
2. We as a Committee believe that there is no need for advertising and an agenda to be put together for this Committee, as everything discussed will be recorded and brought back to Council in a report such as this, and with Bylaws the MGA states that new bylaws must be brought to the public in a Public Hearing and we believe at this time that is sufficient transparency and public engagement.
3. As for the suggestion of public members and the review of the Council Remuneration Policy, the Committee acknowledges that public members must be involved when it comes to the Council Remuneration Policy but we believe since we are nearing the end of the budget process, it is not the right time to review the remuneration policy and believe that this review can be recommended to the new Council, to be reviewed before the passing of the 2019/2020 budget in 2018. We as a Committee see that the since Remuneration policy is the only policy that should involve the public, having public members be involved with the Council Procedures Bylaw would mean that the public members would need a working knowledge of the MGA and we believe that is too much for us to expect from a volunteer from the public.

Notes Summarized by Cheri Funke

Policy Committee Chair

12.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

12.13 An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make written submission, and further there shall be printed copies of the same available to those in attendance at the hearing.

13.0 **PRESENTATIONS**

13.1 The Presentations portion of the Council meeting shall provide:

13.1.1 an opportunity for any person or representative of any delegation who wishes to bring any matter to the attention of Council, provided they have submitted information in accordance with Section 13.2 of this bylaw and their submission has been distributed to Council along with the agenda package;

13.1.2 an opportunity for members of the public to ask questions or make brief presentation to Council on matters of public interest or concern.

13.2 Notwithstanding the provisions of the *Act* respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which shall:

13.2.1 be printed, typewritten or legibly written;

13.2.2 clearly set out the matter at issue and the request made of Council in respect thereof;

13.2.3 in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;

13.2.4 in the case of a petition be prepared and presented in accordance with the *Act* or other Provincial Statute.

~~13.3 The Presentations portion of the meeting shall last for a maximum of thirty (30) minutes, unless the majority of Council members present agree to extend the time.~~

A maximum of three Presentations, at ten minutes length each, will be allowed during a Council Workshop. A maximum of three Presentations, at ten minutes length each, will be allowed during Regular Council Meetings, at the Mayor's discretion.

13.4 All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter.

- 13.5 Delegates shall be granted a maximum of ten (10) minutes to present the matter outlined in the letter, unless the majority of Council members present agree to extend the time.
- 13.6 When a member of the public wishes to ask questions or make brief presentations to Council on matters of public interest or concern, they are encouraged to resister in advance with the Chief Administrative Officer or designate. Persons who have registered in advance will be placed on the agenda in accordance with Section 11, and will be given priority in addressing Council over those who have not. Those who have not registered in advance will be given the opportunity to address Council if time permits. ~~Individual presentations shall be limited to a maximum of five (5) minutes.~~ A maximum of three Public Address presentations will be allowed, with a maximum of five minutes permitted for each Address.
- 13.7 ~~In the event that all persons who expressed an interest to speak at a meeting cannot be heard within the allotted thirty (30) minute time period, they will be invited to attend and appear before the next regular Council Meeting.~~ In the event there are more than three persons expressing an interest in speaking at a council meeting, they will be invited to attend and appear at the next Council Meeting.
- 13.8 Council will not entertain submissions from the public on issues that are before the Subdivision, Development & Assessment Appeal Board, a Statutory Public Hearing; or, any other public consultation / communication process.

14.0 **NOTICE OF MOTION**

- 14.1 A Notice of Motion must be used to introduce a new matter for consideration by Council at the next meeting, which does not appear on the Agenda.
- 14.2 A Notice of Motion must be received by the CAO prior to the closing of the meeting. The member shall read the Notice of Motion, which shall be recorded in the minutes and shall form part of the Agenda for the next meeting.
- 14.3 A Notice of Motion must be in writing and give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs or supporting material.
- 14.4 If a motion is not made at the meeting indicated in the notice, it will be removed from the Agenda and may only be made by a new Notice of Motion.

Towns

A town can be formed when the population is at least 1,000 people and may exceed 10,000 people unless it requests a change to city status. Under the *Municipal Government Act* a town is governed by a mayor and six councillors, unless otherwise specified. The mayor and councillors are elected at large. The size of the council is set by municipal bylaw and presently ranges from five to seven councillors. Councillors are required to be residents to serve on their municipal council. There are a total of 108 towns and over 740 elected town officials.

- (2) A council is a continuing body.

1994 cM-26.1 s142

Number of councillors for municipalities

143(1) A council consists of the number of councillors provided for under this section, one of whom is the chief elected official, but in no case may a council consist of fewer than 3 councillors.

(2) The council of a city or town consists of 7 councillors unless the council passes a bylaw specifying a higher or lower odd number.

(3) The council of a village or summer village consists of 3 councillors unless the council passes a bylaw specifying a higher odd number.

(4) The council of a municipal district or specialized municipality consists of the number of councillors specified in the order forming it unless the council passes a bylaw specifying a higher or lower odd number.

(5) The council of any other type of municipality consists of the number of councillors provided for it by or under the enactment establishing it.

1994 cM-26.1 s143

Bylaw changing number of councillors

144(1) A bylaw passed under section 143 must be passed at least 180 days before the general election at which it is to take effect.

(2) If a bylaw is passed less than 180 days before the next general election, it takes effect at the 2nd general election after the date on which it is passed.

(3) A bylaw passed under section 143 must be advertised.

1994 cM-26.1 s144

Bylaws - council and council committees

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

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

1994 cM-26.1 s145