

TOWN OF ECKVILLE-COUNCIL AGENDA

Monday June 26, 2023

Town Office Council Chambers Eckville, AB 6:00 pm
(Councillors may attend via electronic means)

- | | | |
|---|------|--|
| 1. CALL TO ORDER | 1.1 | |
| 2. DELEGATIONS/PUBLIC HEARING | 2.1 | |
| 3. AGENDA | 3.1 | Additional Agenda Items |
| | .2 | Adoption of Agenda |
| 4. MINUTES | 4.1 | Regular Council Meeting Minutes – June 12, 2023 pg. 1-3 |
| 5. ACTION ITEMS | 5.1 | RFD – Residential Development Incentive pg. 4-5 |
| | 5.2 | RFD – Proposal to Join Parkland Community Planning Services pg. 6-16 |
| | 5.3 | RFD-2023-2025 FCSS Amending Funding Agreement pg. 17-20 |
| | 5.4 | RFD – Boxcar Development Agreement pg. 21-23 |
| | 5.5 | RFD - Westview New Lot Pricing pg. 24-25 |
| 6. BYLAWS, POLICIES | 6.1 | |
| 7. REPORTS | 7.1 | Management Report June 26, 2023 pg. 26-28 |
| | 7.2 | Financial Report -AP Reports June 15, 2023 pg. 29 |
| 8. COMMITTEE, BOARD REPORTS | 8.1 | |
| 9. CORRESPONDENCE, INFORMATION | 9.1 | Municipal Accountability Program Cycle 2 pg. 30-31 |
| | 9.2 | Lacombe County Highlights of Regular Council Meeting June 8, 2023 pg. 32 |
| | 9.3 | Lacombe County Media Release June 8, 2023 pg. 33-34 |
| 10. SEMINARS, MEETINGS, SPECIAL EVENTS | 10.1 | AUMA Convention-Edmonton pg. 35 |
| | 10.2 | Ponoka Stampede/Parade pg. 36-38 |
| | 10.3 | Bowden Daze Parade pg. 39-40 |
| | 10.4 | Lacombe Mayor's Breakfast & Parade pg. 41-42 |
| | 10.5 | Town of Bentley Fair and Rodeo pg. 43 |
| 11. CLOSED SESSION | 11.1 | |
| 12. COMMITTEE OF THE WHOLE | 12.1 | Town of Eckville Strategic Priorities pg. 44-53 |
| | 12.2 | Policy # 1202-A & Policy # 1202-B Discussion pg. 54-57 |
| 13. ADJOURNMENT | 13.1 | |

TOWN OF ECKVILLE – COUNCIL MINUTES

Monday, June 12, 2023

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta

1. Call to Order

1.1 Mayor Ebden called the meeting to order at 6:43 p.m.

Present: Mayor Ebden
Councillor Engen
Councillor Meyers
Councillor Pacholek
Councillor Palm-Fraser
Councillor See
Councillor Thoreson

Absent: None

Staff: CAO, Jack Ramsden
Deputy CAO, Darcy Webb
Recording Secretary Heather Allen

Press: None Present

Gallery: None

2. Delegations/Public Hearings

2.1 None

3. Agenda

3.1 Additional Agenda Items - None

3.2 Adoption of Agenda

Res. 153.2023

Moved by Councillor See that the agenda be adopted presented. **Carried Unanimously.**

4. Minutes

4.1 Regular Council Meeting Minutes – May 23, 2023

Res. 154.2023

Moved by Councillor Engen that the minutes of the Regular Meeting of Council held Monday, May 23, 2023, be adopted as presented. **Carried Unanimously.**

4.2 Town of Eckville Tax Recovery Public Auction

Res. 155.2023

Moved by Councillor Palm-Fraser that the minutes of the Town of Eckville Tax Recovery Public Auction be accepted for information. **Carried Unanimously.**

5. Action Items

5.1 RFD-Town of Eckville Library Board 2022 Statement of Receipts & Disbursements.

Res.156.2023

Moved by Councillor Pacholek that Town of Eckville Council accept the Town of Eckville Library Board 2022 Statement of Receipts & Disbursements. **Carried Unanimously.**

- 5.2 RE/MAX real estate agreement renewal
- Res. 157.2023** Moved by Councillor Meyers that the Town of Eckville enter into a one-year listing contract with Kim Elliot and Jodi Saarela of RE/MAX Real Estate Central Alberta for the Town's lots in McDonald Heights at an agreed commission of 6% of the selling price plus GST which includes 3% of the selling price plus GST to the brokerage representing the buyer. **Carried Unanimously.**
- 5.3 Council Committee/Deputy Mayor Rotation
- Res. 158.2023** Moved by Councillor Meyers that the proposed 2022/2023 Council Board and Committee Appointments the Deputy Mayor rotation be accepted. **Carried Unanimously**
- 5.4 Memorandum to Council - Discussion.
- Council discussed some high-level cost estimates that administration obtained with respect to servicing 49th Avenue with water and sewer. No further action was taken.
- 6. Bylaws /Policies** 6.1 None
- 7. Reports** 7.1 Management Report-June 12, 2023
- Res.159.2023** Moved by Councillor Thoreson that the Management Report for June 12, 2023 be accepted for information. **Carried Unanimously.**
- 7.2 Financial Report-AP Report May 18th to June 1st 2023.
- Res.160.2023** Moved by Councillor See that the Financial Report – AP May 18th to June 1st 2023, be accepted for information. **Carried Unanimously.**
- 8. Committee & Board Reports**
- 8.1 Councillor Engen reported on Medicine River Watershed Society
- 8.2 Councillor Thoreson reported on Eckville Library Board
- 8.3 Councillor Pacholek reported on the Governance Session
- 8.4 Councillor Palm-Fraser reported on the LREMP tabletop & the Governance Session.
- 8.5 Councillor Meyers reported on the Medicine River Crimewatch & the Rodeo Parade
- 8.6 Mayor Ebden reported on the Gulls Media Game, Communities in Bloom, & the Petunia Tree presentation
- Res. 161.2023** Moved by Councillor See that the Committee and Board Reports be accepted. **Carried Unanimously.**
- 9. Correspondence, Information Items**
- 9.1 Parkland Regional Library Financial Statements Dec 31, 2022
- 9.2 Lacombe County Highlights of Council Meeting May 23, 2023
- 9.3 RCMP Organization Information
- 9.4 Alberta Municipal Affairs letter

Res.162.2023

Moved by Councillor Meyers that Correspondence and Information items be accepted as information. **Carried Unanimously.**

- 10. Seminars, Meetings, Special Events**
- 10.1 Town of Rimbey Rodeo Weekend Parade.
- 10.2 Ponoka Stampede
- 10.3 Tagish Engineering Golf Tournament

Res.163.2023

Moved by Councillor Pacholek that the Correspondence and Information items be accepted as information. **Carried Unanimously.**

11. Closed Session 11.1 None

12. Committee of the Whole 12.1 None

13. Adjournment

Res. 164.2023

Mayor Ebden adjourned the meeting at 8:30p.m. **Carried Unanimously.**

Mayor

CAO

Mtg. Date June 26, 2023

Agenda Item 5.1

TOWN OF ECKVILLE

Meeting:	Town Council
Meeting Date:	June 26, 2023
Originated By:	Jack Ramsden, CAO/Darcy Webb Deputy CAO
Title:	Residential Development Incentive

Request to Council for Decision

BACKGROUND:

Council will recall that it wished to provide property tax incentives to encourage assessment growth and promote residential development and expansion.

In July of 2021, Council passed Residential Development Policy # 1550. It provided for a three year tax incentive for new construction.

DISCUSSION/ALTERNATIVES:

The incentive is as follows:

Year 1: 100% reduction of the taxes associated with the increased assessment from the new improvement, as deemed by Council,

Year 2: 75% reduction of the taxes associated with the increased assessment from the new improvement, and

Year 3: 50% reduction in the taxes associated with the increased assessment associated with the new improvement.

The incentive applies to the municipal portion of property taxes only. The owner is still responsible for the full amount of requisitions levied.

It must also be noted that this incentive differs from Non-Residential Property Tax Incentive Bylaw 779-21. The MGA allows municipalities to pass tax incentive bylaws that relate to non-residential properties. There is no current provision in the MGA to allow for them to pass similar bylaws relative to residential properties.

Council felt it was important to offer incentives to residential properties to encourage growth and passed policy # 1550. There is still a requirement to confirm the incentive granted by way of Council motion through Section 347 of the Act.

We have two residential properties that apply. Administration would ask that Council approve the reduction in property taxes that apply to these two residential properties.

There is one non-residential property that has a Year 2 incentive in the amount of \$1,979.34. This relates to Roll#053500. We have included this for information as it is covered through Non-residential Property Tax Bylaw 779-21 and does not need a motion of approval.

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IMPACT ON BUDGET:

The incentives apply to properties in the first year the new improvements are assessed. Administration is then able to include an appropriate amount in each operating budget. We have allowed for these 3 properties in the 2023 Operating Budget.

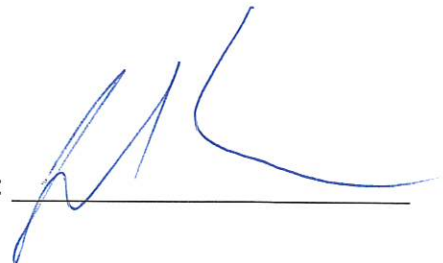
RECOMMENDED ACTION: That the following motion be presented for consideration:

**“That Council approve the following Residential Tax Incentives for the 2023 Property Tax Year as per Residential Development Incentive Policy # 1550 and Section 347 of the MGA:
Roll # 058400, Year 1 Incentive in the amount of \$2,657.40 and
Roll # 030400, Year 2 Incentive in the amount of \$982.83.”**

Prepared By: _____



Approved By: _____



Mtg. Date June 26, 2023
Agenda Item 5.2

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 26, 2023
Originated By:	Jack Ramsden, CAO
Title:	Proposal to Join Parkland Community Planning Services

BACKGROUND: The Town of Eckville terminated our membership in the Parkland Community Planning Services as of March 31, 2017. Our reason for doing so was the fact that we found the service to be expensive and we had issues with not being able to spend our annual fees on services that we wanted. In short, we found the funding formula to be complicated and not user friendly for us at that time. We recently received a new funding model from Parkland Community Planning Services which we circulated a few meetings ago as information. Please find attached another copy of the "New Funding Model May 2023" for your reference.

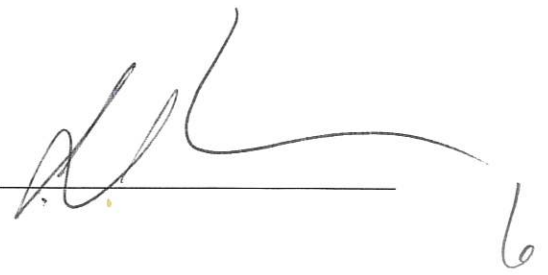
DISCUSSION/ALTERNATIVES: We were pleased with the new rate schedules and are recommending that we renew our membership based on their population 1,000 to 2,000 Tier two. (Please see 5. On page 6 of the attached proposal). This base rate is lower, and the hourly rates are a bit higher, but that works for us for now. We can move up to Tier One in the future if we wish.

IMPACT ON BUDGET: Should be handled with our current budget.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That the Town of Eckville join Parkland Community Planning Services as a Tier Two Member effective July 1, 2023, and further that the Mayor and CAO be authorized to sign and required contracts or agreements."

Prepared By: _____ Approved By: _____



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Dear CAO's:

Thank you to those of you who participated in our conversation in early March and provided thoughtful suggestions for improving the proposed PCPS funding model.

The concerns we heard included:

- Higher costs create barriers, especially for our smallest members and we could end up losing some members.
- The challenge of paying for something without tangible benefits; the current funding model is a retainer system and creates a credit to drawn down, while the new approach would involve a membership fee plus hourly rates.
- It would be helpful to add value in some way; including the SDAB membership (\$480 per year) was suggested.
- Municipalities would like to know how the new funding model would be phased in.

We have refined the proposal and received endorsement from the Board to move forward. The changes are as follows:

- We re-examined the financial requirements, and reduced the proposed membership fees across the board. The lowest membership cost is now planned at \$1,250 per year.
- We have included the SDAB fees in the membership fee, which means that the net cost of a Tier Two membership for our smallest communities would be \$770 per year, and relative to market rates, the membership cost would be recovered with the use of just 31 hours' worth of PCPS services.
- Existing projects that are currently underway and those for which a proposal has been provided will be completed at the current rates (\$150 per hour for members).

Please review the attached document carefully. It represents a summation of the work done to date and lays out the costs and benefits of being a member of Parkland Community Planning Services.

We would appreciate it if you could take this to your respective Councils and ask for their approval in principle. We would like to confirm this approach at the AGM in late June, with a view to having new agreements in place in 2024.

Sincerely,

Ken Woitt
Director, PCPS



Parkland Community Planning Services

New Funding Model May 2023

Executive Summary

Parkland Community Planning Services has existed in its present form since 1995. It is an intermunicipal services agency, providing professional land use planning and development services to a roster of member municipalities and other clients. It is in essence a non-profit consultancy, owned by its members.

PCPS has a reputation for professionalism and quality work. However, PCPS has gone through challenging times in the past and struggled to ensure financial viability. In 2022, projected workload was very positive, but the agency has struggled to recruit and retain qualified staff in a labour market that clearly favours skilled workers. In addition, the long serving director of PCPS chose to resign to pursue another career opportunity.

In November 2022, the Board of Parkland Community Planning Services held a strategy session to develop an action plan to manage a transition to new leadership and to take steps to strengthen the viability of the agency. As such a new Director and Senior Planner have been hired. A new funding model has been developed that identifies rates based on industry standards, allows discounted rates for members that share business risk by “buying in” to the agency, and provides a stronger based of funding for core operating expenses. Even with these changes the ability of PCPS to continue to compete on remuneration, attract and retain staff, and to ensure long-term financial sustainability remains a concern

New Funding Model

1.0 The Problem

The existing financial model is not sustainable. It has required Directors to fully fund their salary and benefits, and to run a very lean operation. Experience has shown that it takes significant effort to achieve annual surpluses and to create a financial cushion to see the organization through lean years.

The current approach means that the Director has limited time and capacity for work outside of managing staff and working directly on projects to generate revenue, which has affected business development efforts.

A financial model that frees up time and energy would mean that the Director would be able to focus on business development and member relations, and work on projects that enhance the brand, image and

profile of PCPS as a preferred employer of career-focused planners. These kinds of initiatives might include outreach with schools, authoring articles and promoting PCPS as an innovative organization. It could also include being actively involved with Alberta Professional Planners Institute, the Community Planning Association of Alberta, and the Local Government Administrators Association to actively promote a vision for rural and small urban planning in Alberta.

2.0 The Current PCPS Funding Model

The current funding model involves agreements with member municipalities that commit them to a minimum annual usage amount over a three-year period. The amounts contributed are credited to the account of each member and are drawn down as work is performed. When the credit is used, monthly invoices go to the members for services performed.

Table 1 – Current Rate Schedule

Population	Minimum Annual Amount
Under 750	\$2,500
>750 and <1500	\$5,000
1500 to <3000	\$10,000
3000+	\$20,000

The limitation of this system is that while it enables members to recover all their contributions through services performed, PCPS is not able to use these funds to cover costs until the work is done. Core operating costs must be covered by the “profit” generated by each hour billed.

While some members don’t use up their annual allocations in the first year or two, others will use 3x or more, especially for special projects such as new Land Use Bylaws and statutory plans. Members and non-members also obtain Geographic Information System (GIS) hosting and maintenance services from PCPS and pay separately for those services.

Services for planning are billed at \$150 per hour, regardless of the planner doing the work. The GIS Technician rate is \$95 per hour, and the Administrative Support rate is \$70 per hour. These rates have been in place since 2017. Where non-members are served, they pay rates that are generally \$25 per hour higher.

“Core costs” – rent, computers, telephone, insurance, office manager, etc. have amounted to about \$160,000 per year. As previously noted, the current model also requires the Director to bill as much time as the planners to ensure the agency breaks even.

3.0 A New Funding Model

3.1 Proposed Changes

- Rate increases commensurate with inflation (current fees unchanged since 2016/17)
- Differential rates depending on the job titles of the staff members assigned to the work
- Continuing with different rates for members/non-members
- Create membership tiers to create options for communities – a higher membership fee brings lower hourly rates

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- A lower base amount, but no “draw-down” of this amount; these membership fees would be used to offset core operating costs and hourly rates would be billed to cover costs.

Table 2 – Core Operating Costs (anticipated)

Budget Area	Amount
Operations including insurance, accounting, recruitment, etc.	\$25,000
Supplies	\$4,700
Facility & equipment, including lease, computers, depreciation	\$54,000
Communications – internet and telephone costs	\$5,000
Board costs	\$1,300
Office Manager	\$70,000
Director cost – 50% of maximum salary + benefits	\$90,000
Total	\$250,000

If we include 50% of the Director cost, there is a need to recover \$250,000 per year from membership fees.

With a targeted membership complement of 20 municipalities, this would require an average contribution of \$12,500.

3.2 Membership Fee Considerations

The smallest municipalities are understandably cost-sensitive, particularly when property tax revenues are only \$200,000 to \$300,000 per year. This means that membership fees must be modest. However, if rates are too low, larger municipalities will subsidize the smaller.

This is being done quite consciously at Oldman River Regional Services Commission (ORRSC), and with the new funding model that has been proposed (as of November 2022) for Palliser Regional Municipal Services (PRMS). Those organizations are incorporated as commissions, and their funding takes the form of requisitions that are tied to equalized assessment. Further, their rural municipal members pay higher rates. PRMS receives significant funding from the Special Areas; however, this is justified in part by the fact that it helps to ensure the continued viability of the smallest municipalities.

Notwithstanding equalized assessment, the floor rate for ORRSC is \$2,100 for small villages, while the ceiling is \$70,000 for municipal districts. This is the total requisition for all day-to-day planning and development services, except for subdivisions, GIS, and projects such as new statutory plans and Land Use Bylaws. Project costs, e.g., the fees charged for a Land Use Bylaw update, appear similar to the fees charged by PCPS.

The proposed PRMS funding model, currently under consideration, will have requisitions ranging from \$5,000 to \$228,000 and a total budget of about \$750,000 per year. This model will cover operating costs and allow each member to access regular planning and development services plus additional services such as new IDPs, MDPs, ASPs, and LUBs on a predetermined schedule, e.g., a new major document every third year.

PCPS is not a commission, and therefore does not requisition funds. Currently PCPS provides services on a fee for service basis, with a minimum amount paid by each member annually. This could be likened to a retainer paid to consulting firm; however, there is a base cost to “keeping the doors open” and being

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able to provide services. Essential services like rent, insurance, IT, telephone, and base administrative costs have been tightly controlled over time but will likely rise at some point. Further, the existence of the agency is in itself a clear benefit to its membership.

3.3 The Goal

The goal is to have a stable base of funding for the future while respecting the choices made by individual members, and not moving to a commission structure. Accompanying goals are to recruit and retain qualified staff, and to ensure a steady volume of paying work to ensure viability.

The Board has discussed a system where core costs would be covered by membership fees, while services would be paid on a fee for service basis. These fees would cover the actual costs of the staff resources, plus a modest premium to ensure solid reserves to provide a buffer in less successful years.

To summarize, the goals of this funding model update are to:

1. Ensure long term viability
 - a. Solid membership base
 - b. Steady flow of work
 - c. Strong leadership
 - d. Ensuring a continued role as leaders within the planning profession
 - e. Continued emphasis on high quality work that meets the needs of member communities
 - f. Provide strong reasons for members to use PCPS services

2. Maintain a solid reserve to offset slower years
 - a. \$1,000,000 to provide a full year of funding with a full complement of staff, including remuneration and core operating costs
 - b. Seek a surplus in most years, consistent with an industry norm of 9%

4.0 Financial Details

Table 3 sets out proposed hourly billing rates by membership class (Tier One, Tier Two, Non-Member).

The "Non-Member" rates are comparable to the Consulting Engineers Rate Guideline for 2023, published by the Consulting Engineers of Alberta. The Tier One and Tier Two rates are discounted, reflecting the fact that members would be paying non-refundable membership fees and sharing in the risk (and potential dividends) of owning the agency.

The current rate has been \$150 per hour since 2017. Adjusted for inflation, this equals about \$180 in 2023. After inflation, the revised funding model would generally represent a decrease in fees for municipalities that choose to pay an annual membership fee.

Non-member rates for larger projects with substantial billable hours, e.g., 200 or more, may also be discounted in accordance with industry norms.

Table 3 – Proposed Hourly Rates

Position	Tier One	Tier Two	Non-Member
Director	\$185	\$200	\$225
Senior Planner	\$165	\$180	\$205
Planner	\$140	\$155	\$180
GIS Technician	\$90	\$105	\$135
Admin Support	\$75	\$90	\$115

Table 4 shows the total cost of operating with a full staff complement. It assumes that all staff are being paid at the top of their pay range. Benefits include participation in the Local Authorities Pension Plan. Actual costs may be lower unless PCPS achieves a high level of staff retention in the future and planners rise to the top of the salary grid.

Table 4 – Cost With a Full Staff Complement

Expenditure	Anticipated budget including benefits
Core operating	\$90,000
Director	\$185,000
Office Manager	\$70,000
GIS Technician	\$75,000
2 Senior Planners	\$280,000
2 Planners	\$200,000
Total	\$900,000

Table 5 below shows anticipated gross revenue with a full staff team fully engaged, doing work for Tier One members. This assumes that 50% of the Director's time is billable, with a total capacity of about 6,000 hours per year. (Total hours billed in recent years have been in the range of 4,000 hours per year including non-member work). While hourly rates will vary, the expectation is that more experienced staff will work more efficiently, offsetting their higher costs.

Table 5 – Anticipated Gross Revenue

Position	Hourly Rate	Annual Billed Hours	Total Revenue
Director	\$185	575	\$106,375
2 Senior Planners	\$165	2300	\$379,500
2 Planners	\$140	2300	\$322,000
GIS Technician	\$90	800	\$72,000
Administrative Support	\$75	50	\$3,750
Membership Fees needed for 9% surplus			\$97,375
Total Revenue			\$981,000

The billed revenue total, if the billable time targets are fully achieved, is \$883,625.

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The net revenue target is 9%, consistent with the consulting industry's standard target profit of 9%. This target is used to provide an operating cushion and ensure long-term viability, as with any business enterprise. The target here is \$97,375 per year.

4.0 Risk Factors

No proposal like this is complete without identifying potential risk factors and seeking to mitigate them.

1. The first risk factor is not achieving full productivity in terms of billable hours.

The annual target of 1150 billable hours per planner has been used by PCPS for a number of years. This is a reasonable and fair number. It accounts for vacations, holidays, sick time, staff training, and administrative time that cannot be billed to a member or a client. Risk of not achieving this target is mitigated through consistent management of staff time, and weekly internal reporting of achieved billings.

2. The second risk factor is a lack of planning work.

At this time there is a backlog of projects identified by members. There is no guarantee that this work will materialize, but ongoing business development efforts can be expected to maintain a flow of projects for staff to work on. Freeing up the Director's time to make this happen is an important goal of this new funding model.

3. The third risk factor is the retention and recruitment of qualified staff.

Like all employers, PCPS is subject to the ups and downs of the labour market. However, the Board has already identified initiatives intended to address this issue. Recruiting a new director to further build the profile of PCPS emphasizes the role as a developer of young planners. Recruiting interns from universities, colleges, and even high schools is also a key factor in mitigating staffing risk. Additionally, there are opportunities to hire trusted and experienced contract staff to oversee specific projects, which provides flexibility as well.

5.0 Proposed Membership Rate Changes

Table 6 sets out a proposed update to the PCPS funding model, based on the foregoing analysis, and following consultation with member municipality CAOs.

Table 6 – New Rate Schedule

Population	Tier One	Tier Two	Min. Annual Hours to Break Even - Tier One	Min. Annual Hours to Break Even - Tier Two
Under 500	\$2,500	\$1,250	51	31
500 to 1,000	\$3,000	\$1,500	63	41
1,000 to 2,000	\$4,000	\$2,000	88	61
2,000 to 3,000	\$5,000	\$2,500	113	81
3,000 to 5,000	\$6,000	\$3,000	138	101
5,000+	\$9,000	\$4,500	213	161

Note: These member rates include \$480 for Regional SDAB membership, which is factored into the "break-even" number of hours

If the current list of members and regular non-member clients renew their memberships at Tier One, we would expect total membership revenue of \$99,000 per year. To the extent that members choose Tier Two, we will expect to make up the difference in higher hourly rates.

This approach is intended to encourage members to make full use of PCPS services. It also shows that business development efforts to ensure continued work and expand the membership base are important.

5.0 Regional Subdivision and Development Appeal Board

Participation in the Regional SDAB is not limited to members. In fact, there are approximately 30 participating municipalities.

Each participating municipality pays service fees. These are \$300 per year, where participating municipalities train and provide their own clerk for SDAB hearings, or \$480 (total) where PCPS ensures a roster of trained clerks.

The fee for participating in the Regional SDAB is included in the PCPS membership fee for both Tier One and Tier Two members.

6.0 Cash Reserves

At present, PCPS has an unrestricted operating reserve in range of \$400,000 – sufficient to cover operating costs with less than full staffing, with limited income, for perhaps 8 months.

Any surplus achieved by PCPS is allocated to reserves, or returned to members as dividends, as provided for in the PCPS Policy and Procedure Manual.

In the case of PCPS, the Master Agreement states that "The Agency shall maintain a cash reserve of an amount no less than the equivalent to one-quarter (25%) of the budgeted annual expenditures. This reserve amount shall be set aside for expenses related to staff severances and liabilities in the event that the Agency is terminated." The Master Agreement also says, "The Board has the responsibility to set policy for and approve the use of the Agency's reserve funds".

Apart from this, the purpose of an operating reserve to provide a cushion against unplanned expenses or periods of low revenue, and to fund planned future expenses.

The actual amount is a matter for discussion by the Board based on the organization's needs. PCPS has fairly significant fixed costs in terms of rent, insurance, administrative staffing, etc., and it is also important to retain qualified staff where feasible through lean periods. At full staff, operating costs can be expected to be about \$900,000 per year. An operating reserve of \$1 million is suggested as a reasonable target.

Additionally, the PCPS reserve should be seen as funding for future leasehold/tenant improvements. The office has not been renovated in many years, and the change to a hybrid work model with staff

working from home or even at client/member locations means that there is merit in considering how the current space (or a future space) might be redesigned to meet these new needs. There is no formal meeting room within the office. Smaller individual workspaces combined with a dedicated meeting room designed for collaborative work may be an appropriate solution.

7.0 Summary of March 2023 Consultation with CAOs

A consultation session been held with member CAOs, who offered constructive feedback to the initial proposal. Their concerns focused on costs, the possibility of losing some smaller members, and how this new approach might be phased in. Also, a suggestion was made to incorporate the based SDAB fees (\$480 per year) into the membership fees.

Consideration was given to membership fees that would be split between a non-refundable amount and a retainer amount. The anticipated budget and membership fees were re-examined, and the revised membership fees are substantially reduced and better aligned with population sizes. Therefore, making the framework more complex would not be helpful. It is our hope that a floor rate of only \$1,250 per year for a small Tier Two member will be sufficiently attractive and moving to a membership fee model with preferred hourly rates will strengthen the sense of ownership felt by the member municipalities.

With respect to phasing, we have asked our members to extend their agreement to at least the end of 2023, which means that these provisions will not apply until 2024. New members will be able to join with new rates after AGM in June.

Further, we have a number of projects either underway, or proposed yet deferred. We are expecting to move forward on these in 2023 and 2024, and plan to complete these based on previously quoted pricing. We anticipate that this backlog should be addressed by the end of 2024.

For the 2024-2025 Fiscal Year, the new membership fees would be payable, and hourly rates will change, consistent with the rate guideline published by the Consulting Engineers of Alberta. The spread between market rates and member rates will continue to be \$25 and \$40 per hour, for Tier Two and Tier One members respectively.

The revisions to this proposal respond to the concerns expressed by CAOs – that the prospect of membership fees without distinct benefits will be hard to sell. The revised proposal would generate \$99,000 in membership fees if every member buys in at the Tier One rate. PCPS would still be viable with non-members paying market rates, as long as work volume is commensurate with staffing levels. Increasing the membership base will be needed to achieve the long-term goal of covering core operating costs with membership fees.

8.0 Next Steps

Member CAOs are asked to present this document to their respective Councils. PCPS is asking for approval in principle, with a view to discussing and adopting this new funding model at the June 2023 Annual General Meeting.

The rates are proposed to be incorporated into new three-year membership agreements, starting in 2024. As new members join, they will be asked to make a commitment by signing agreements binding until the end of the regular three-year membership term.

Mtg. Date June 26, 2023
Agenda Item 5.3

TOWN OF ECKVILLE
Request to Council for Decision

Meeting:	Town Council
Meeting Date:	July 26, 2026
Originated By:	Jack Ramsden, CAO
Title:	2023 – 2025 FCSS Amending Funding Agreement

BACKGROUND: Please find attached a copy of the Amending Agreement for the 2023, 2024 & 2025 FCSS Funding Agreement as prepared by Alberta Human Services.

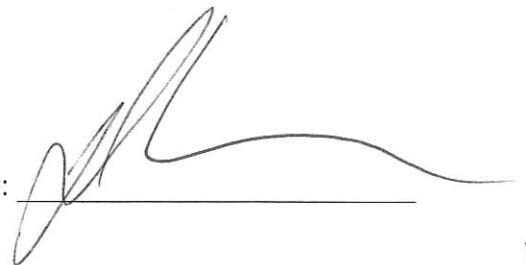
DISCUSSION/ALTERNATIVES: This agreement is the same as the previous agreement provides for a funding increase of 4.5 % for all three years of the original three year funding agreement.

IMPACT ON BUDGET: Approving this agreement will likely have a small impact on the 2023 budget as the Town's required contribution remains of \$7,373.33 will increase by 4.5% or \$331.80.

RECOMMENDED ACTION: That the following motion be presented for consideration:

"That the Town of Eckville approves the Amending Agreement for the FCSS Funding Agreement for the period of January 1, 2023 to December 31, 2025."

Prepared By: _____ Approved By: _____



GRANT NUMBER: FCFA0001875

AMENDMENT NUMBER: FCAA0001101

FCSS AMENDMENT AGREEMENT

BETWEEN:

HIS MAJESTY THE KING IN RIGHT OF ALBERTA ,

as represented by the Minister of Seniors, Community and Social Services

(the "Minister")

-and-

TOWN OF ECKVILLE

(the "Municipality")

BACKGROUND:

WHEREAS:

A. The parties entered into Grant Number FCAA0001101, effective on **April 1, 2023**, for the purpose of funding FCSS Services ("Grant Agreement"); and

B. The parties wish to amend the Grant Agreement to Increase the Funding;

THEREFORE The parties amend the Grant Agreement as follows:

1. The Grant Agreement is amended:

(a) in Clause 5(a) by deleting "\$88,479.00" and inserting "\$92,128.77";

(b) by deleting Clause 5(b) in its entirety and inserting the following:

(b) The maximum Funding set out in Clause 5(a) will be allocated as follows:

\$30,488.39 for the first year of the Term (**January 1, 2023 to December 31, 2023**);

\$30,820.19 for the second year of the Term (**January 1, 2024 to December 31, 2024**);
and

\$30,820.19 for the third year of the Term (**January 1, 2025 to December 31, 2025**)

18

(c) by deleting Clause 6(b) in its entirety and inserting the following:

(b) In accordance with Clause 6(a), the Municipality's Contribution for the Term is allocated as follows:

\$7,622.10 for the first year of the Term (January 1, 2023 to December 31, 2023);

\$7,705.05 for the second year of the Term (January 1, 2024 to December 31, 2024);
and

\$7,705.05 for the third year of the Term (January 1, 2025 to December 31, 2025)

(d) by deleting Schedule B of the Grant Agreement in its entirety and inserting the document attached as Appendix 1 to this Amendment Agreement.

2. This Amendment Agreement shall be effective on April 1, 2023.

3. This Amendment Agreement may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

4. Except as amended by this Amendment Agreement, the Grant Agreement shall continue to be in effect.

This Amendment Agreement has been executed by duly authorized representatives of the parties.

HIS MAJESTY THE KING IN RIGHT OF ALBERTA

as represented by the Minister of Seniors, Community and Social Services

Executive Director of Civil Society and Community Initiatives

Date

TOWN OF ECKVILLE

Signature of Authorized Official

Date

19

APPENDIX 1

SCHEDULE B

FUNDING SCHEDULE

Grant Agreement Between

His Majesty the King in Right of Alberta

as represented by the Minister of Community and Social Services

and

TOWN OF ECKVILLE

Funding shall be paid to the Municipality in accordance with the following table:

!!!Will be finalized upon approval of this new agreement!!!

Mtg. Date June 26, 2023
Agenda Item 5.4

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 26, 2023
Originated By:	Jack Ramsden, CAO
Title:	Boxcar Grill Development Agreement

BACKGROUND: Please find attached our proposed Development Agreement with Boxcar Grill Ltd. Which will be part of the subdivision process for subdividing 12.5 m of land from our (Area D – Plan 952 3117) and selling it to the Boxcar Grill. This parcel will be added to the Boxcar Grill property and a new lot and title will be created.

DISCUSSION/ALTERNATIVES: This is a brief and straightforward agreement which includes the various conditions that were discussed in Council when the motion was passed to sell the 12.5 m of land to the Boxcar Grill to be used in their new parking lot.

IMPACT ON BUDGET: Any expense we incur in removing trees should be more than offset by the revenue from the sale of land to the Boxcar Grill.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That the Mayor and CAO be authorized to sign and execute the Development Agreement for the Subdivision of Part of Area “D” Plan 952 3177 and Consolidation with Lot 1, Block 1, Plan 022 2918 as presented.”

Prepared By: _____ Approved By:  _____

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DEVELOPMENT AGREEMENT

SUBDIVISION OF PART OF AREA "D" PLAN 952 3117 AND CONSOLIDATION WITH LOT 1, BLOCK 1, PLAN 022 2918

THIS AGREEMENT made in duplicate this _____ day of June, A.D. 2023

BETWEEN:

THE TOWN OF ECKVILLE, a Municipal Corporation, in the Province of Alberta, hereinafter called.

"THE TOWN"

AND

THE BOXCAR GRILL Ltd., a corporation, of the Town of Eckville, in the Province of Alberta, herein after called.

"THE DEVELOPER"

WHEREAS:

The Developer is the registered owner of lands described as LOT 1, BLOCK 1, PLAN 022 2918.

AND WHEREAS:

The Town is the registered owner of lands described as Area "D", PLAN 952 3117.

AND WHEREAS

The Developer is desirous subdividing, purchasing, and consolidating a portion of The Town's land described as AREA "D", PLAN 952 3117 with the Developers land described as LOT 1, BLOCK 1, PLAN 022 2918 to provide for a new parking area.

AND WHEREAS

The Town agrees to have a portion of its land described as Area "D" PLAN 952 3117 subdivided, sold and consolidated with the Developer's land described as LOT 1, BLOCK 1, PLAN 022 2918 to be used for a new parking area.

NOW THEREFORE BOTH THE TOWN AND THE DEVELOPER AGREE AS FOLLOWS:

A. The Town agrees to:

- i) Sell a 12.5m wide strip of land from the west side of AREA "D", PLAN 952 3117 to the Developer for the agreed sum of \$14,000,00 (Fourteen Thousand Dollars) plus GST.
- ii) Reimburse the Developer the applicable subdivision application fee.
- iii) Remove, at its own cost, any large spruce trees, compete with stumps as may be required from the 12.5m strip of land, to provide for parking.

B. The Developer agrees to:

- i) Purchase the above noted 12.5m strip of land from the west side of AREA "D", PLAN 952 3117 at the agreed sum of \$14,000.00 (Fourteen Thousand Dollars) plus GST. Payment shall be made within 14 days of the Subdivision Approval.
- ii) Make application to the Town Subdivision Authority and pay for said application.
- iii) Pay the Town for the required legal plan of survey and Land Titles registration costs. Bemoco Land Surveying Ltd. estimates the total cost to be approximately \$2,060.00 (Two Thousand and Sixty Dollars) plus GST. Payment shall be made within 14 days of the Subdivision Approval.
- iv) Construct, at the Developer's cost, a gravel parking lot with a minimum of 8 parking spaces, complete with curb or parking stops. This parking lot shall be completed on or before October 31, 2023.

C. Time shall in all respects be of the essence in this Agreement.

D. Execution of Agreement:

The Developer hereby acknowledges that it is hereby executing this Agreement having been given the full opportunity to review the same and seek proper and independent legal advice and that the Developer is executing this Agreement freely and voluntarily and of its own accord without any duress or coercion whatsoever and that the Developer is fully aware of the terms, conditions and covenants contained herein and the legal effects thereof.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals, duly attested by the hands of their respective proper officers in that behalf, as of the day and year first above written.

THE TOWN OF ECKVILLE

BOXCAR GRILL LTD.

Mayor

Chief Administrative Officer

TOWN OF ECKVILLE Request to Council for Decision

Meeting:	Town Council
Meeting Date:	June 26, 2023
Originated By:	Jack Ramsden, CAO
Title:	Westview Lot Prices

BACKGROUND:

In the fall of 2022 Council passed the following motion:

“Res. 178.2022 Moved by Councillor Meyers that Lots 27, 28 and 29 in Westview be replotted into two (2) lots. Carried Unanimously.”

DISCUSSION/ALTERNATIVES:

Bemoco Land Surveying Ltd. was retained to do the replotting.

Council has not yet formally set the selling price of the two new lots. The two new lots are considerably larger than the prior lots (new width of 16.8m and 15.3m vs. 12.6m, 12.2m prior). The depth remains the same at 42.5m.

All lots in Westview were set at a selling price of \$65k in 2016 when the subdivision was developed. They were adjusted to \$55k in 2022. Administration is suggesting that the two new larger lots have a selling price of \$65k and the remaining lots stay at \$55k.

IMPACT ON BUDGET:

Ultimately, there will be a ‘negative’ impact of \$35,000 with this replot. The decision to replot was brought about by the fact that the original lot number 27, on the corner, was too small and the required set-backs restricted what could be placed on the lot. By making two lots out of the original three gives us two lots that are more marketable.

RECOMMENDED ACTION: That the following motion be presented for consideration:

“That Council set the sale price of the remaining Town lots in Westview as follows:

Lot 7, Block 5, Plan 1621575 - \$55,000

Lot 8, Block 5, Plan 1621575 - \$55,000

Lot 9, Block 5, Plan 1621575 - \$55,000

Lot 12, Block 5, Plan 1621575 - \$55,000

Lot 30, Block 4, Plan (TBD) - \$65,000

Lot 31, Block 4, Plan (TBD) - \$65,000”

Prepared By: _____



Approved By: _____



NOTES:

STATUTORY IRON POSTS FOUND ARE SHOWN THUS: ●
 STATUTORY IRON POSTS PLACED ARE SHOWN THUS: ○ AND ARE MARKED P09D.
 TEMPORARY POINTS ARE SHOWN THUS: X
 DISTANCES ARE SHOWN IN METRES AND DECIMALS THEREOF.
 ALL PLACED AND FOUND STATUTORY IRON POSTS ARE FLUSH WITH THE GROUND
 UNLESS NOTED OTHERWISE.
 AREA TO BE REGISTERED IS BOUNDED THUS _____ AND CONTAINS FROM:
 LOT 27, BLOCK 4, PLAN 162 1575 = 0.052 HA.
 LOT 28, BLOCK 4, PLAN 162 1575 = 0.052 HA.
 LOT 29, BLOCK 4, PLAN 162 1575 = 0.031 HA.
 TOTAL = 0.135 HA.

THE GEO-REFERENCED POINT IS AN ALBERTA SURVEY CONTROL MARKER
 (452300) AND IS SHOWN THUS: ● RP
 WITH STM NAD 83 (ORIGINAL) COORDINATES OF: 5,803,893.26 N
 -25,454.98 E
 COMBINED SCALE FACTOR: 0.999764
 REFERENCE MERIDIAN: 114°W

BEARINGS ARE GRID, DERIVED FROM THE LINE BETWEEN ASCM 440511 AND ASCM 452300.

ABBREVIATIONS:

A.....Arc	N.....North
ASCM.....Alberta Survey Control Marker	NAD.....North American Datum
ATS.....Alberta Township System	P.....Standard Brass Cap
C. of T.....Certificate of Title	PI.....4 Pits
C.S.....Counter Sunk	PL.....Placed
CH.M.....Check Measured	POS.....Position
Calc.....Calculated	PUL.....Public Utility Lot
D.....Delta	R.....Radius
E.....East	(R).....Radial Bearing
ER.....Environmental Reserve	RE-EST.....Re-established
EST.....Established	REF.....Reference
FCP.....Fence Corner Post	Rge.....Range
FD.....Found	R/W.....Right of Way
FD No MK.....Found no Mark	S.....South
GNSS.....Global Navigation Satellite System	SR.....School Reserve
HA.....Hectares	Sec.....Section
I.....Statutory Iron Post	Temp.....Temporary
M.....Mound	Twp.....Township
Mer.....Meridian	W.....West
MK'D.....Marked	WT.....Witness
Mp.....Marker Post	Wo.....Wood Post
MR.....Municipal Reserve	STM.....3-Degree Transverse Mercator

PLAN SHOWING SURVEY OF

SUBDIVISION

OF

LOTS 27 & 28, BLOCK 4, PLAN 162 1575

AND PART OF

LOT 29, BLOCK 4, PLAN 162 1575

WITHIN THE

S.W. 1/4 Sec. 21, Twp. 39, Rge. 3, W. 5 Mer.

TOWN OF ECKVILLE

ALBERTA

2023

SCALE = 1 : 500



LAND TITLES

PLAN No.

ENTERED AND REGISTERED

ON _____

INSTRUMENT No. _____

A.D. REGISTRAR

SURVEYOR

MICHAEL METCALFE, A.L.S.

SURVEYED ON THE DATE OF
 JANUARY 6th, 2023
 IN ACCORDANCE WITH THE PROVISIONS OF
 THE SURVEYS ACT.



REGISTERED OWNER(S)

THE TOWN OF ECKVILLE

PLANNING AUTHORITY

THE TOWN OF ECKVILLE

FILE No: _____

BEMOCO LAND SURVEYING LTD

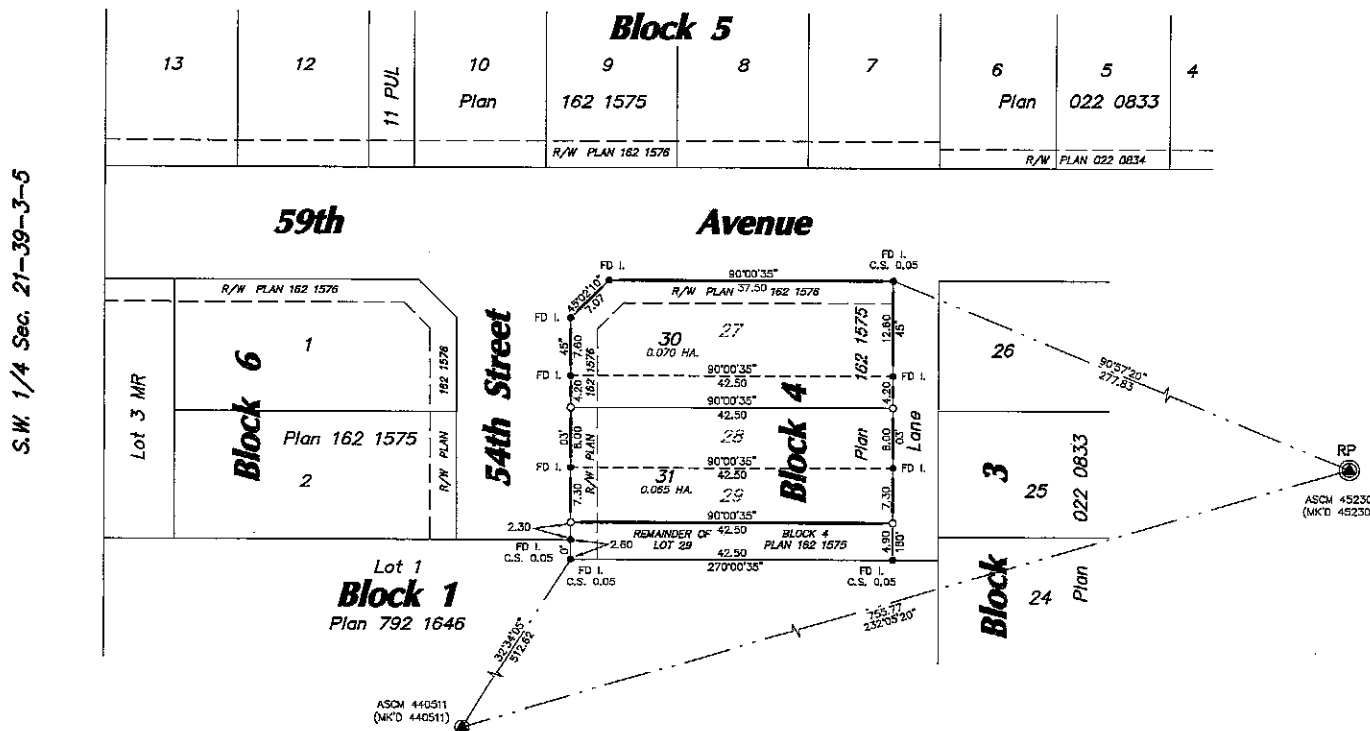
100, 6040-47th AVENUE
 RED DEER, ALBERTA

WWW.BEMOCO.COM

PHONE: 403-342-2611

DRAWN BY: DB CHK'D: MM

FILE No: S-116A08 sub



S.W. 1/4 Sec. 21-39-3-5

**MANAGEMENT REPORT
TO ECKVILLE TOWN COUNCIL
June 26, 2023**

Mtg. Date June 26, 2023
Agenda Item 7.1

Current Activities:

- **Water Treatment Plant & Wastewater Lagoon Tour:** We trust that you found this tour to be informative. Please let us know if you still have any questions about either facility and we will do our best to answer them.
- **Eckville Wastewater Services Continuation Strategy Public Presentation:** We have contacted the Team at MNP to see if we can find a mutually acceptable date in the first half of September to hold a public presentation on the Eckville Wastewater Services Continuation Strategy. We will keep you informed.
- **Town Entrance Sign:** Nothing to report currently.
- **Street Sweeping:** We are caught up on our street sweeping and will continue to sweep as required. Our street sweeper needs some major repairs to our conveyor, and we are hoping to secure the necessary parts and hopefully have the work done at Agriterra on SH 766.
- **Andrew Ball Diamonds:** We are continuing our gopher control project at the Andrew Field. Our bait traps have been refilled and we are looking at moving our control program a bit further past the ball diamond fences in hopes of coming up with a longer-term solution to the gopher hole safety issue in this field.

Future / Planned Activities:

- **Request for Speed Bumps in Lane on North Side of 54th Street Close:** 20 KM speed signs have been ordered and should be installed soon.
- **Highway 11 Twinning Project Intersection Concern:** Devin Dreesen has been appointed the new Minister of Transportation & Economic Corridors and we will be preparing a letter to him requesting his support for having the Highway 11 Twinning plans changed to provide for a "round about intersection" rather than the proposed standard crossing at the Highway 11 & SH 766 intersection. Mayor Ebden is requesting a meeting with the Minister to discuss our request and concerns directly with him.
- **Repairs to the Lane behind the Town Office:** We met with a rep from Fortis to discuss the options for relocating the power pole and guy-wires which are currently at the intersection of the north/south and west lanes behind the Town Office. As soon as we have some cost estimates we will bring them to Council and look at the option of moving the roadway back to where it should be.

Management Report – June 26, 2023

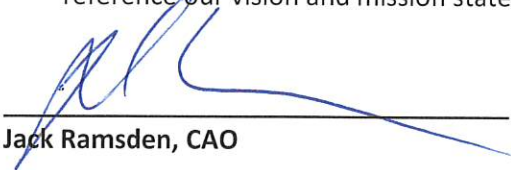
- **Replotting of Westview Lots:** We have sent in the required documents to be filed at Land Titles Office. As soon as they are registered, we will have our new plan and lot titles. We will be presenting a list of our Westview Lots along with a recommendation for new pricing for our two new lots at the June 26th council meeting.
- **New RV Dump Station:** A new token receiver was installed and programmed by Darcy Webb and Troy Evers, and it appears to be working properly. We also received a new “bezel” that was programmed to accept both credit and debit. It was installed last Thursday and is operational. This repair should finally leave us with a fully operational RV Dump Station.
- **Medical Committee Meeting:** We will provide an update to Council in closed session, at the June 26th council meeting.
- **Communication Strategy – Municipal App:** It is going well. The website design is complete (with test content). They are currently working on content strategy. Which includes going through our current site and putting together a plan for the new site. Once they have completed that, they will book a meeting to go through the plan and get any thoughts or comments from us before starting on content migration. After migration is completed, training will be booked.
- **Eckville Spray Park:** The spray park is up and running, but we are still waiting on GLVT from Edmonton to come out and repair the surface in a few places.
- **Fire Hydrant Maintenance and Repainting:** For the past five years we have hired a technician from Red Deer to inspect and test all our 48+ fire hydrants. Each year he repairs any hydrants that may have some deficiencies. Annually he provides us with a report, which includes the pressure and flow rate on each individual hydrant.

Our Public Works Team would like to start a program to repaint and number each of our fire hydrants. This would also involve scraping and repainting the older hydrants which were painted to look like animals and characters. Each of these painted hydrants were sponsored by a then local business who we believe paid the artist that did the work. We are guessing that this project was done in the late 1980s / early 1990s. Most of them are faded and the paint is coming off in places. As noted above, we are proposing to repaint all the fire hydrants with the same colors and number each one. We wanted to pass this by you before we start this work to ensure that Council agrees.
- **Town Vision and Mission Statements:** During Lacombe County’s June 6th governance session Ron Woodward asked the group how many in attendance had a vision and mission statement and further how many actually new what their vision and missions statements said. Most of us were not able to provide the information, however Lacombe County does have a new vision and mission document which is on their website and is referenced on their highway signage.

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Management Report – June 26, 2023

I did some research in our files and discovered several documents which establish and reference our vision and mission statements.



Jack Ramsden, CAO



Darcy Webb, Deputy CAO

Batch ID: JUNE 15, 2023
 Batch Comment: Cheques

Audit Trail Code: PMCHQ00000823

Posting Date: 2023-06-15
 Mtg. Date June 24, 2023

Chequebook ID: ATB - GEN

Agenda Item 7.8

* Voided Cheques

Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027078	2023-06-15	00000000000022895	241001	241577 Alberta Ltd.	\$41.90
027079	2023-06-15	00000000000022896	AAM001	Canoe	\$765.36
027080	2023-06-15	00000000000022897	AGR002	Agriterra Equipment	\$2,810.12
027081	2023-06-15	00000000000022898	ALL06	ALL PRO Valve & Maintenance	\$898.93
027082	2023-06-15	00000000000022899	AMS001	AMSC	\$14,411.00
027083	2023-06-15	00000000000022900	ANI001	327241 Alberta Ltd.	\$1,541.40
027084	2023-06-15	00000000000022901	ARC003	Archon IT Services Ltd.	\$2,626.38
027085	2023-06-15	00000000000022902	AUM002	AMSC Insurance Services Ltd.	\$9,711.20
027086	2023-06-15	00000000000022903	AUM003	AUMA	\$321.91
027087	2023-06-15	00000000000022904	BUR001	Bureau Veritas Canada (2019) I	\$565.17
027088	2023-06-15	00000000000022905	CEN04	Central Labs	\$351.00
027089	2023-06-15	00000000000022906	CIP01	CIP Office Technology	\$129.36
027090	2023-06-15	00000000000022907	CLE002	Cleartech Industries Inc.	\$950.84
027091	2023-06-15	00000000000022908	ECK001	Eckville Machining & Welding (\$630.00
027092	2023-06-15	00000000000022909	EMP001	Empringham Disposal Corp.	\$6,966.75
027093	2023-06-15	00000000000022910	EVE003	Everything H2O	\$49.00
027094	2023-06-15	00000000000022911	FLO01	Flowpoint Environmental System	\$106.03
027095	2023-06-15	00000000000022912	FLY01	Kevin Flynn & Karin Hitchcock	\$5,000.00
027096	2023-06-15	00000000000022913	FOL002	Folvik's Mechanical Services L	\$444.25
027097	2023-06-15	00000000000022914	FOO002	Foothills Energy Services	\$1,126.13
027098	2023-06-15	00000000000022915	HIS001	Hi Signs the Fath Group Ltd.	\$426.74
027099	2023-06-15	00000000000022916	KEY001	Key Agventures Inc	\$882.72
027100	2023-06-15	00000000000022917	LAC010	Lacombe Regional Waste Service	\$18,801.25
027101	2023-06-15	00000000000022918	LAP001	LAPP	\$4,332.32
027102	2023-06-15	00000000000022919	LIT002	Little Jon's Portable Toilet S	\$1,050.00
027103	2023-06-15	00000000000022920	MES001	Messer Canada INC.	\$42.67
027104	2023-06-15	00000000000022921	MIS001	Missing Link Internet Inc.	\$420.00
027105	2023-06-15	00000000000022922	OUT002	Outback Lawn Maintenance Inc.	\$1,162.35
027106	2023-06-15	00000000000022923	PAL01	Robert Palmer	\$1,968.75
027107	2023-06-15	00000000000022924	PAP001	Best Shredding	\$36.18
027108	2023-06-15	00000000000022925	SHA006	Sharon Lemke	\$1,800.00
027109	2023-06-15	00000000000022926	SUP003	Superior North America	\$2,738.19
027110	2023-06-15	00000000000022927	TAG001	Tagish Engineering Ltd.	\$787.00
027111	2023-06-15	00000000000022928	TEL001	Telus	\$1,106.74
027112	2023-06-15	00000000000022929	TEL002	TELUS MOBILITY	\$149.23
027113	2023-06-15	00000000000022930	THE002	The Western Star	\$315.00
027114	2023-06-15	00000000000022931	TWO001	Two H Group	\$750.00
027115	2023-06-15	00000000000022932	UFA001	UFA	\$95.35
027116	2023-06-15	00000000000022933	WIL001	Wild Rose Assessment Services	\$1,424.15

Total Cheques: 39

Cheques Total: \$87,735.37

29



Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR111594

Mtg. Date June 26, 2023

Agenda Item 9.1

Mr. Jack Ramsden
Chief Administrative Officer
Town of Eckville
PO Box 578
Eckville AB T0M 0X0

Dear Mr. Ramsden:

Subject: Municipal Accountability Program Cycle 2

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

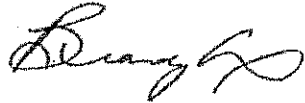
.../2

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If you have any questions or concerns, or if you wish to be added to the 2023 program year, please contact a Municipal Accountability Advisor with the Municipal Capacity and Sustainability Branch of Municipal Affairs, toll-free by first dialing 310-0000, then 780-427-2225.

On behalf of Municipal Affairs, thank you for your continued participation in this program. Through our collective efforts, we will continue to proactively address legislative compliance in a collaborative and constructive manner.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brandy Cox', with a stylized flourish at the end.

Brandy Cox
Deputy Minister

Mtg. Date June 26, 2023

Agenda Item 9.2



WHERE PEOPLE ARE THE KEY

**HIGHLIGHTS OF THE REGULAR COUNCIL MEETING
JUNE 8, 2023**

SOUTHEAST BENTLEY AREA STRUCTURE PLAN

To prepare for and attract future development, the Town of Bentley and Lacombe County have partnered and have successfully received an Alberta Community Partnership (ACP) Grant for the purpose of undertaking studies and plans related to the development of the lands southeast of Bentley. The main deliverable of this project is the Southeast Bentley Area Structure Plan which will outline a framework for future subdivision and development of NW and NE-23-40-01-W5M.

Council was provided with an overview of the Southeast Bentley Area Structure Plan, and it was received as information by resolution of Council. A public meeting will be held on June 29, 2023 at 6:30 p.m. at the Blindman Valley Ag Centre to seek public input and feedback regarding the project.

CENTRAL ALBERTA AGRITOURISM DEVELOPMENT STRATEGY

Council was provided with an overview of the recently published Central Alberta Agritourism Development Strategy. The Agritourism Development Strategy was created with the intent to offer strategic direction to advance Central Alberta toward its vision of becoming recognized as the premier agritourism destination in Alberta.

SYLVAN LAKE REGIONAL WATER/WASTEWATER COMMISSION – BYLAW 14 REVIEW

Lacombe County, as a member of the Sylvan Lake Regional Water/Wastewater Commission (SLRWWC), has been given the opportunity to comment on the proposed updates to Bylaw 14, the Commission's Operations and Services Bylaw. Council was provided with an overview of the proposed updates. A letter will be forwarded to the Sylvan Lake Regional Water/Wastewater Commission stating that Lacombe County has no comments or concerns regarding the proposed revisions to the bylaw.

RC (9) FUNDING REQUEST – CITY OF LACOMBE

The City of Lacombe Arts Endowment Fund has submitted a Policy RC(9) funding request to host a children's arts and craft event as part of Lacombe Days. The request is for County funding in the amount of \$2,150 to partially cover the cost of art and craft supplies, fees, advertising, wages, and an Arts Endowment Donation. Council approved \$2,055 in funding to the City of Lacombe Arts Endowment Fund to support the Creation Station event.

COUNCIL-TO-COUNCIL MEETING WITH THE VILLAGE OF ALIX

In response to an invitation from the Village of Alix to participate in a Council-to-Council meeting to discuss inter-municipal matters, a meeting has been scheduled for Tuesday, June 27, 2023. The draft agenda for the meeting was provided to Council for input.

LACOMBE LAKE WATER LEVEL – PRESENTATION BY ANITA ALEXANDER, ROBERT ALEXANDER, & ROBERT ENNS

Lacombe Lake property owners Anita Alexander, Robert Alexander, and Robert Enns provided a presentation on the Lacombe Lake water level, highlighting evidence of high water levels causing damage and disruption to lands around the lake. By resolution of Council, the presentation was received as information. Administration will consider this information as part of a report and recommendation for presentation at a future Council meeting.

**Next Regular Council Meeting is
June 22, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is
October 3, 2023 – 9:00 a.m.**

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**

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MEDIA RELEASE

June 8, 2023

Success Grows Here! Introducing Lacombe County's NEW Economic Development Strategy

(Lacombe, Alberta, June 8, 2023) – Lacombe County is thrilled to announce the recent approval of *Success Grows Here! An Economic Development Strategy for Lacombe County* by County Council. This significant milestone signals the County's unwavering commitment to fostering economic growth, attracting investment, and propelling the region towards a prosperous future.

The newly approved Economic Development Strategy seeks to build on Lacombe County's legacy of robust land use planning by engaging with local entrepreneurs, businesses, investors, industry and agricultural producers to enhance economic development opportunities, and is the result of extensive collaboration and engagement with these groups. It provides a framework for how Lacombe County can support business retention and investment in our community.

"The goal of the County's new Economic Development Strategy is to bring life to our development plans by engaging local entrepreneurs, businesses, investors, industry and agricultural producers in pursuit of opportunities," said Dale Freitag, Director of Planning Services. "It serves as a comprehensive blueprint, guiding Lacombe County's efforts to leverage its unique strengths and capitalize on emerging opportunities in diverse sectors."

With a rich history and a diverse economic landscape, Lacombe County is poised to unlock its full potential and become a premier economic hub. The approved strategy sets out a clear vision and actionable steps to create a business-friendly environment that nurtures entrepreneurship, fosters innovation, and supports local businesses.

Key highlights of the Economic Development Strategy include:

1. **Capacity Building:** Lacombe County Council, staff, and community volunteers have the capacity to contribute to the County's strategic economic development by working together as a team to support local business leaders.
2. **Investment Readiness:** Prospective investors receive excellent customer service in response to investment inquiries as a result of readily available plans, contact networks, community information, property details and internal processes.
3. **Marketing and Communications:** Active marketing and communications leads to a strong sense of community among current and future businesses resulting in participation in economic development workshops, events, and initiatives.
4. **Community Engagement:** Entrepreneurs, investors, industry, agricultural producers, neighbors, and community organizations actively contribute to the identification and advancement of development opportunities.



5. **Pursuing Opportunities:** Local business leaders and investors participate in familiarization tours, opportunity assessments, and feasibility studies that lead to development in the County.

Lacombe County is confident that the implementation of this ambitious Economic Development Strategy will unleash economic prosperity, generate employment opportunities, and enhance the overall quality of life for its residents.

County Deputy Reeve, John Ireland, expressed his excitement about the approved strategy, stating, "We are delighted to embark on this transformative journey with our new Economic Development Strategy. By harnessing our collective strengths and fostering an environment conducive to growth, we can unlock tremendous opportunities for businesses, residents, and the entire community."

For further information about Lacombe County's Economic Development Strategy, please visit <https://www.lacombecounty.com/economic-development-strategy> or contact Planning Services at 403-782-8389.

For more, please information contact:

Dale Freitag
Director, Planning Services
Lacombe County
403-782-8389
dfreitag@lacombecounty.com

Mtg. Date June 26, 2023

Agenda Item 10.1

E: president@abmunis.ca
300-8616 51 Ave Edmonton, AB T6E 6E6
Toll Free: 310-MUNI | 877-421-
6644 | www.abmunis.ca



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Good morning,

We are excited to announce that [registration is now open](#) for the 2023 Alberta Municipalities' Convention and Trade Show! Convention will take place September 27 - 29 at the Edmonton Convention Centre, with pre-Convention sessions taking place Tuesday, September 26. Hotel room blocks are open, information is listed on our event website.

Virtual is returning for 2023

The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier's address - and will allow eligible elected officials the opportunity to virtually vote on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

Pricing

Member In-person registration (early-bird until August 18): \$620

Member In-person registration (after early-bird): \$775

Virtual registration: \$250

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please reach out to us and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Edmonton!

Cathy Heron | President

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Office of the Mayor

May 19, 2023

Mayor Colleen Ebden
Box 578
Eckville, Alberta T0M 0X0

Dear Mayor Ebden:

The 87th Annual PONOKA STAMPEDE will be held this year from June 26th to July 2nd. This year we will be celebrating the 100th year anniversary of chuck-wagon races. We are truly looking forward again to hosting all of our friends from our neighbouring communities, our special guests, and honourable dignitaries. We hope that this letter indicates to you that above all else we consider you a friend, and to that end we would like to invite you to our most special day where you would be a guest of our parade, our Mayor's lunch, and later be with us while we enjoy some afternoon rodeo entertainment.

The parade will be held on Friday, June, 30th. So officially on behalf of Town Council and myself we extend a warm welcome to you to participate in our parade, join everyone at the Mayor's lunch, spend time with the gang at the rodeo, or any combination of the three.

Town Council has arranged for a truck and decorated trailer/float for the Mayors and Reeves to participate in the parade, and of course Ponoka Town Council will act as your hosts on the float. For your information, parade rules stipulate that candy may not be thrown from a vehicle, however, may be passed out by persons walking the parade route. In the event that your community would also like to participate in the parade, we have attached the parade guidelines and registration form. We anticipate a great turnout for this year's three-mile long parade!

The day will start off with a continental breakfast hosted by Ponoka Town Council and served in the Curling Lounge (upstairs) at the Ponoka Culture and Recreation (Arena) Complex located at 4410 – 54th Street, from 8:30 – 9:30 a.m. The parade starts at 10 a.m. and following the parade, you will be escorted to the stampede grounds for the Mayor's Lunch.

The Mayor's Lunch starts at noon and will be held at the **Stagecoach Saloon** located east of the main Stampede Grandstand. Parking passes will be available for the Stampede grounds or additional parking is available at the Arena. Complimentary tickets for the afternoon performance of the rodeo are also available. If you do not wish to join us for the parade, please feel free to attend the luncheon and afternoon performance.

.../2

Follow Town of Ponoka online at:
www.ponoka.ca or @TownofPonoka



Town of Ponoka
200, 5604 – 50 Street
Ponoka, AB T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745

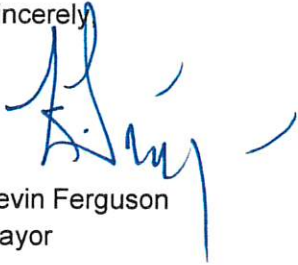
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May 2, 2023
Page 2

Please complete the attached form on or before **June 15th** and return by e-mail to legislativeservices@ponoka.ca. If you have any questions, please call (403)783-0130.

We look forward to entertaining you at THE WORLD FAMOUS PONOKA STAMPEDE on Friday, June 30th.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Ferguson', with a long horizontal flourish extending to the right.

Kevin Ferguson
Mayor

Enclosures: Parade Guidelines and Registration
Ponoka Stampede Events
RSVP Form

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PONOKA STAMPEDE PARADE

FRIDAY, JUNE 30, 2023

Name & Contact Information:	
Participating on Central Alberta Mayors/Reeves Float?	
Mayor's Luncheon: # Attending: _____	Names:
Rodeo Tickets: June 30 th Afternoon performance	# of Tickets: _____

Please return on or before June 15, 2023 to:

Email: legislativeservices@ponoka.ca

If you require additional information, please call (403)783-0130

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Mtg. Date June 26, 2023

Agenda Item 10.3

Mayor Helen Posti *Colleen Ebden*
Town of Eckville
Box 578
Eckville, Alberta
T0M 0X0



Dear Mayor Posti, *Ebden*

RE: Bowden Daze Parade July 15, 2023

Yee Haw! On behalf of the Mayor and Council, we invite you to help The Town of Bowden celebrate its annual Bowden Daze Rodeo Weekend coming up July 14– 16, 2023. This year our theme is “Salute to RCMP 150th Anniversary”. We encourage participants to incorporate the parade theme into their entry and attire.

The Town of Bowden permits the dispensing of wrapped candy along the parade route. You must provide your own candy.

The parade will marshal at Bowden Grandview School, 2238 – 21 Avenue between 9:30 – 10:30 am, and will start at 11:00 sharp.

To assist with our planning, please fill in the attached parade registration and return it to the Town of Bowden Office (2101 – 20 Avenue) in person, by email (info@bowden.ca) or by fax at 403-224-2244.

We look forward to having you join us!

Warm regards,
Bowden Daze Parade Coordinators
Town of Bowden
info@bowden.ca
PH-403-224-3395 FAX-403-224-2244

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BOWDEN

Bowden Daze Rodeo

2023 Parade Registration

"Salute to RCMP 150th Anniversary"

Saturday, July 15th, 2023

Name of Participant or Business _____

Contact Person _____

Phone _____

Email _____

Address _____

Entry Type (Please check all that apply)

- Business
- Antique
- Community
- Horse/Horse and buggy
- Kids
- Sports
- Other (Please Specify)

Brief description of entry: _____

If horses or other livestock are part of your entry, please advise parade directors if you need special placing. (Away from loud music, flags, etc.)

Marshalling will take place at Bowden Grandview School (2238 - 21 Avenue) between 9:30 am and 10:30 am. The parade starts at 11 am sharp!

We encourage all participants to incorporate the parade theme into their entry through costume or decoration. Candy is allowed to be thrown from the floats.

Please complete this form and return it to the Town of Bowden office, 2101-20 Ave.
Phone: 403-224-3395 Fax: 403-224-2244 Email: info@bowden.ca

Salute to RCMP 150th Anniversary



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Mtg. Date June 26, 2023
Agenda Item 10.4



<Mayor's Breakfast & Parade Lacombe Days 2023.pdf>

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Laurie Marthaller

From: Colleen Ebden
Sent: June 15, 2023 1:06 PM
To: Laurie Marthaller
Subject: Fwd: Lacombe Days Mayors Breakfast & Parade

Colleen Ebden
Mayor Town of Eckville

Begin forwarded message:

From: Christina Sturgeon <csturgeon@lacombe.ca>
Date: June 14, 2023 at 4:59:07 PM MDT
To: Christina Sturgeon <csturgeon@lacombe.ca>
Subject: Lacombe Days Mayors Breakfast & Parade

Good Afternoon,

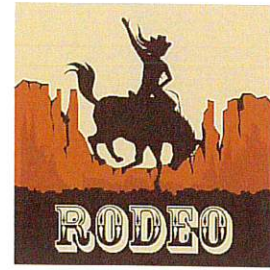
Mayor Grant Creasey invites you and a guest to join him for the Mayor's Annual Lacombe Days Breakfast and Parade.

Saturday July 15, 2023 7:30 am - 8:30 am Anna Maria's Cafe Lacombe Memorial Centre 5214 50 Ave, parade to follow.

Please RSVP prior to July 7th, 2023 - Please include any dietary restrictions or food allergies.

I look forward to hearing from you.

Christina Sturgeon
Events & Promotions
D: (403) 782-1263
E: csturgeon@lacombe.ca



June 12, 2023

CAO Jack Ramsden
Town of Eckville
Box 578
Eckville AB T0M 0X0

Mtg. Date June 24, 2023
Agenda Item 10.5

Your Invited

Please Join us for our Annual Fair and Rodeo
August 10th to 13th, 2023

Parade Theme:

"Salute to the 60th Anniversary of the Bentley Fair and Rodeo Parade"

Dear Jack

The Town of Bentley would be honored to have you and your guest(s) come and experience our annual Fair Days, which run August 10th to August 13th. The event kicks off with a community pancake breakfast on the morning of Thursday August 10th and our annual parade in the afternoon.

Please join us for a luncheon at the Bentley Municipal office at 11:30am with the parade to follow at 1:00pm. If you plan on attending, we ask you to please RSVP for the luncheon, on or before Wednesday July 26, 2023, to the Town Office at 403-748-4044, or by email to info@townofbentley.ca

If your municipality/organization has a float, we would love your participation as well. Even if you do not have a float, but still wish to participate in the parade, we can arrange for a vehicle to be available. Please remember to bring an identification sign, "if you have one," that can be placed on the exterior of a vehicle, to help identify you or the organization that you are representing. Judging of the floats will commence at 11:30 pm, with the parade to follow at 1:00pm.

Please note for safety purposes, we ask that no candy be thrown from a moving vehicle.

For further information regarding the day and the events planned, please refer to the Town of Bentley Facebook page or our website at www.townofbentley.ca

Yours Truly,
Mayor Greg Rathjen

Box 179, Bentley AB T0C 0J0 Ph.
403.748.4044 | Fx. 403.748.3213
info@TownofBentley.ca
www.TownofBentley.ca



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Mtg. Date June 26, 2023

Agenda Item 12.1



Town of Eckville
"Community of Choice"



Strategic
Priorities
2014

Context

Introduction

Strategic Planning is a process to define an organization's direction, determine long range planning goals and guide decision-making. Most strategic plans address high level initiatives and overarching goals. Metaphorically, a strategic plan is an organizational roadmap.

If strategic planning is the roadmap, **Strategic Priority Setting** is the vehicle to reach the destination. In fact, it is a tool to narrow the array of choices facing a local government amidst limited resources.

To assist Council in this process, the Town of Eckville enlisted the services of Dr. Gordon McIntosh of the Local Government Leadership Institute to facilitate a **Priority Setting Workshop**. The outcomes of these February 2014 sessions resulted in specific priorities for Council attention NOW as well as NEXT and LATER as resources become available.

The purpose of this report is two-fold:

- To document the process as a reminder of how Council's strategic priorities were identified. Knowledge of the steps and tools used allow Council and Administration to replicate the process thereby keeping strategic priorities current and relevant.
- To document outcomes from the session providing Council with a synopsis of strategic priorities and operational action items along with a detailed work plan to allow for successful follow-up action.

The graphic below illustrates the ever flowing cycle of strategic priority setting. The process and products are documented in the following pages of the report.



Eckville

Eckville is located in central Alberta, west of Red Deer. It was incorporated as a village in 1921 and became a town in 1966. The land area of the town covers 1.58 km². A growing population makes their home in Eckville - 1,125 people (2011 Census) up 18.3% from the 2006 census. The town's economy focuses on oil and gas, and agriculture service supply.

Eckville is served by a six member council, each elected to a four year term. The current Council was elected in October of 2013.

Town of Eckville Vision: *A vibrant, safe and growing **community of choice** for citizens and business.*

Eckville's Mission is its **PEOPLE**:

Progressive Spirit **E**conomic Vibrancy
Opportunity **P**roper Fiscal Management
Leadership **E**nvironmental Responsibility

Source: Town of Eckville Website



Town of Eckville
Strategic Plan
2010-2012

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INTRODUCTION

On Wednesday December 2, 2009, members of Town Council and senior staff members participated in a planning session. This session was the initial step in a process to identify key planning areas and to develop an implementation process.

“Thought without Action is Meaningless; Action without thought is disaster.”

The development of this plan was based on the following principles:

- Planning is an integral part of management and leadership, not a fad;
- Re-affirming the ideal vision for the future;
- Defining the business we are in – the Mission Statement;
- If you don't want anything to change, why bother to plan;
- Although developing a long term plan is an obvious first goal, **the only true goal is ensuring its successful implementation.**

Recognizing that previous Councils have initiated similar planning processes, this plan includes key areas that have been previously identified. These areas have been included as in some cases these are on-going activities that should not be ignored.

Upon acceptance of this plan and the identified strategies priorities, senior staff will develop implementation activities.

VALUES/GUIDING PRINCIPLES

We Value:

- **Accountability** - We are accountable for our actions and decisions we make as a result of the empowerment and responsibility we are given.
- **Integrity** - We act with honesty and openness in all activities. We support actions that build trust and accept the views of others.
- **Communication** – We are open and transparent in our communications with each other and the public we serve.

MISSION STATEMENT

The Mission Statement for the Town of Eckville defines the business we are in.

We provide core services that enhance the quality of life for residents in our community.

VISION STATEMENT

Eckville is a vibrant, safe and growing community of choice for citizens and businesses.

Town of Eckville

Strategic Plan

Vision

A vibrant, safe and growing

“Community of Choice”

Mission Statement

**P
E
O
P
L
E**

Progressive Spirit

Economic Vibrancy

Opportunity

Proper Fiscal Management

Leadership

Environmental Responsibility

Values

Accountability

Respect

Honesty

Trust

Integrity

Innovation

Communication

Commitment to Families

Organizational Excellence

Guiding Principles

1. *Progressive Spirit:*

To follow through with the vision of the Town with a strong focus on developing strategies for high standards of quality of life, values, social and economical opportunities, growth, volunteerism, relationships with the people, community and surrounding municipalities.

- Provide support to local organizations
- Provide a safe and welcoming community
- Maintain or increase the level of services provided to residents/businesses

2. *Economic Vibrancy:*

Provide a base for business, education, recreation, residential neighborhoods, commercial and industrial development, protective services, and marketing the advantages and amenities of the Town.

- Development of long range plans for growth and development
- Promote the benefits of living and working in the Town of Eckville
- Support/encourage community pride through continued improvements to the Town of Eckville's appearance

3. *Opportunity:*

Plan and build for the future with a positive outlook to achieve a sustainable community that is diverse and capable of meeting the changing needs and priorities of the citizens in the community.

- Support planning at the community level by working in partnership with organizations and people who contribute to our citizens' quality of life
- Continue to explore other sources and forms of revenue
- Maintain and develop relationships with other municipalities and authorities

4. *Proper Fiscal Management:*

Support effective and efficient operations, capital infrastructure, programs and services that are managed responsibly while at the same time having a predictable impact on the ratepayer.

- Development of a long-term capital budget for the Town and determine the best method to finance capital projects and programs through the use of grants, operational funds, reserves, and debt financing
- Development of short and long-term financial plans with a strategic direction and operational and capital needs in mind
- Strive to maintain tax and fee changes that do not vary widely from year to year
- Maintain and add to existing infrastructure (short and long-term plan)
- Evaluate programs and initiatives requiring major capital or other expenditures, their impact (cost and benefit) and whether they are practical and sustainable in the long term

5. *Leadership:*

Provide quality leadership that includes all decisions being based on research and analysis with input from staff, the community and other stakeholders. Communicate and promote a positive image for the Town.

- Development of an Inter-municipal Development Plan
- Development of a Regional Emergency Response Plan
- Co-ordinate long-term vision with community groups
- Communication with residents and businesses
- Operate the Town in an open and transparent manner while maintaining adherence to FOIP
- Council and staff exhibit a strong awareness of community affairs and a willingness to solve community issues and champion community projects
- Utilize new and innovative tools for governance, management, operation and communication
- Ensure a positive workplace is maintained to motivate staff
- Elected officials to be involved and proactive at a municipal, regional and provincial level

6. *Environmental Responsibility:*

Conservation and preservation of the natural environment and the beauty of the Town for the wellness of the community, sound infrastructure systems that are safe, efficient, and reliable including but not limited to roads, buildings, water, sewer, solid waste, parks, and protective services.

- Develop a “Green Plan” for the Town’s operation, including consideration of environmentally friendly equipment, products and operations for future implementation
- Commitment to manage and preserve the Town’s “natural spaces” and consideration for “natural spaces” in future development plans
- Infrastructure Expansion/Improvements

Handwritten signature or initials in the bottom right corner of the page.



TOWN OF ECKVILLE
Council Service Award/Gift Policy



Policy Number: 1202-A

Council Approval Date: November 29, 2021

Resolution Number: 303.2021

Policy Statement:

The Town of Eckville will provide guidelines for the presentation of service awards and gifts for Elected Officials of the Town of Eckville.

1. Definitions:

- 1.1 Chief Administrative Officer: means the individual designated to oversee administration of the municipal corporation.
- 1.2 Council means the Council of the Town of Eckville, in the Province of Alberta.
- 1.3 Elected Official means an individual elected to the Municipal Council of the Town of Eckville.
- 1.4 Retiring is when an Elected Official resigns their seat on Town Council or is not re-elected.

2. Responsibilities:

2.1 Chief Administrative Officer to:

- 2.1.1 Receive recommendations for granting gifts to Elected Officials retiring from Eckville Town Council and flowers, gifts or monetary contributions for births, funerals, or hospitalization.
- 2.1.2 Approve or deny issuance of gifts to Elected Officials.

2.2 Presiding Mayor to:

- 2.2.1 Make presentation to all retiring Elected Officials.

3. Retiring Elected Official Gift Guideline:

- 3.1 Each retiring elected official will be presented with a gift acknowledging the elected official's service to the Town of Eckville.

3.2 The value of the gift will commensurate with the number of years of service.

- Serving for 4 years \$125.00
- Serving for 8 years \$250.00
- Serving for 12 years \$375.00
- Serving for 16 years \$500.00
- Serving for 20 years \$625.00
- Serving for 24 years \$750.00
- Serving for 28 years \$875.00
- Serving for 32 years \$1,000.00
- Serving for 36 years \$1,125.00
- Value of the gift for other service times will be prorated based on years of service.

3.3 Retiring elected officials shall be presented with a plaque, picture or like gift.

4. **Flowers/gift for a Birth or Adoption:**

4.1 An Elected Official must be current members of Eckville Town Council.

4.2 An Elected Official is still eligible if they are not returning to service on Town Council after the baby is born or adopted.

- \$150.00 maximum

5. **Flowers or Cash Donations to Charitable Organization in lieu of Flowers for Family Death:**

Elected Officials Family Member, as per an immediate family member as defined in the Town of Eckville Personnel Policy (spouse, child, parent, sibling, guardian, grandchild or grandparent of the Elected Official or the Elected Official's spouse, including common-law spouse).

- \$125.00 Maximum

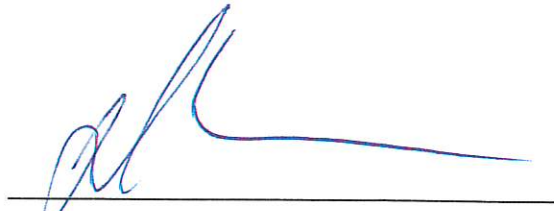
6. **Flowers During Hospitalization:**

Extended sick leave related to hospitalization of the Elected Official of three or more days.

- \$125.00 maximum

Nov 29, 2021

Date



CAO



TOWN OF ECKVILLE
Staff Service Award/Gift Policy



Policy Number: 1202-B

Council Approval Date: November 29, 2021

Resolution Number: 304.2021

Policy Statement:

The Town of Eckville will provide guidelines for the presentation of service awards and gifts to employees of the Town of Eckville.

1. Definitions:

- 1.1 Employee: means a permanent employee of the Town of Eckville.
- 1.2 Chief Administrative Officer: means the individual designated to oversee administration of the municipal corporation.
- 1.3 Council means the Council of the Town of Eckville, in the Province of Alberta.
- 1.4 Retiring is when an employee resigns.
- 1.5 Town: means the Town of Eckville.

2. Responsibilities:

2.1 Chief Administrative Officer to:

- 2.1.1 Receive recommendations for granting gifts to employees leaving employment with the Town and flowers, gifts or monetary contributions for births, funerals or hospitalization.
- 2.1.2 Approve or deny issuance of service awards and gifts to Employees.

3. Employee Service Gift Guideline:

Retirement gift as per the following:

- | | |
|-------------------------|----------|
| • Employed for 5 years | \$150.00 |
| • Employed for 10 years | \$300.00 |
| • Employed for 15 years | \$450.00 |
| • Employed for 20 years | \$600.00 |
| • Employed for 30 years | \$750.00 |

- Employed for 35 years \$900.00
- Service for other employment times will be prorated based on years of service.

4. **Flowers/gift for a Birth or Adoption:**

4.1 Employee must be a permanent employee of the Town.

4.2 The Employee is still eligible if they are not returning to work for the Town of Eckville after the baby is born or adopted.

- \$150 maximum

5. **Flowers or Cash Donations to Charitable Organization in lieu of Flowers for Family Death:**

Employee's Family Member, as per an immediate family member as defined in the Town of Eckville Personnel Policy (spouse, child, parent, sibling, guardian, grandchild or grandparent of the Employee or the Employee's spouse, including common-law spouse).

- \$125 maximum

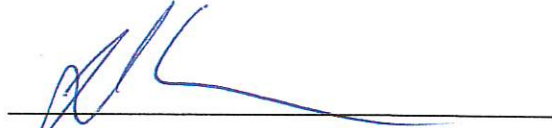
6. **Flowers During Hospitalization:**

Extended sick leave related to hospitalization of the Employee of three or more days.

- \$125 maximum

NOV 21, 2021

Date



CAO