

TOWN OF ECKVILLE
ORGANIZATIONAL MEETING AGENDA
Monday, October 24, 2022
5023 51 Avenue, Eckville, AB. 6:00 pm
(Councillors may attend via electronic means)

- 1. CALL TO ORDER** 1.1

- 2. OATHS** 2.1 N/A

- 3. NEW BUSINESS** 3.1 Draft of 2022/2023 Council & Committee Appointments pg. 1
 3.2 Appointment of Deputy Mayor Memorandum pg. 2-3
 3.2A Deputy Mayor Rotation Options pg. 4-6
 3.3 Role of the Deputy Mayor Policy pg. 7-8
 3.4 Appointment of Subdivision & Development Appeal Board (SDAB)
 3.5 Appointment of Municipal Planning Commission (MPC)
 3.6 Appointment of Municipal Emergency Advisory Committee
 3.7 Appointment of Eckville Municipal Library Board Member
 3.8 Council Board & Committee Appointments
 3.9 Confirmation of Signing Authorities
 3.10 Confirmation of Meeting Dates & Times
 3.11 Confirmation of Municipal Office Location
 3.12 Confirmation of MPC, SDAB & other Council Boards and Committees meet
 as required

- 4. ORGANIZATIONAL
MEETING MINUTES** 4.1 2021/2022 Council & Committee Appointments (for reference) pg. 9

- 5. ADJOURNMENT** 5.1



TOWN OF ECKVILLE
2022/2023 Council Board and Committee Appointments

DRAFT

Mtg. Date Oct 24, 2022
 Agenda Item 3.1

SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)

Chair	To be elected by Appointed Member as per SDAB Bylaw No. 756-19
At-Large	Linda Kind, Garth Yeomans, Lynda Petten-Haarstad, Linda McLevin

MUNICIPAL PLANNING COMMISSION

Chair (Council)	Mayor Ebden
Committee (Council)	Councillor Palm-Fraser, Councillor Phillips
(At-Large)	Diane Eliuk, Sherry Meyers
Development Officer	Jack Ramsden

MUNICIPAL EMERGENCY ADVISORY COMMITTEE

Members	All members of Council
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COUNCIL BOARD & COMMITTEE APPOINTMENTS

Audit Committee (Council)	Mayor Ebden, Councillor Meyers, Councillor Palm-Fraser
(At-Large)	Gord Ebden
Central Alberta Economic Partnership	Councillor See
Eckville Emergency Management Agency	Mayor Ebden, Jack Ramsden
Eckville Library	Councillor T Thoreson, Councillor Engen
FCSS	Councillor Thoreson, Councillor Palm-Fraser (alternate)
ICF	Mayor Ebden, Councillor Engen, Jack Ramsden, Darcy Webb
Intermunicipal Development Planning	Mayor Ebden, Councillor Engen, Councillor Meyers (alternate)
Lacombe Foundation	Mayor Ebden, Councillor Engen (alternate)
Lacombe Regional Emergency Management	Councillor Meyers, Mayor Ebden (alternate)
Lacombe Regional Waste Services Commission	Councillor Palm-Fraser, Mayor Ebden (alternate)
Medicine River Rural Crime Watch Society	Councillor Meyers
Parkland Regional Library	Councillor Thoreson, Mayor Ebden (alternate)

PUBLIC BOARD & COMMITTEE LIAISON APPOINTMENTS

Eckville Agricultural Society	Councillor Engen, Mayor Ebden (alternate)
Eckville Arena Operating Association	Councillor See, Councillor Meyers (alternate)
Eckville Community Centre Association	Councillor Phillips, Mayor Ebden (alternate)
Eckville Curling Rink	Councillor Engen, Mayor Ebden (alternate)
Eckville Fire Department	Councillor See, Councillor Thoreson (alternate)
Eckville Recreation Board	Councillor Palm-Fraser
Inter-Agency Committee	Councillor Thoreson, Councillor Palm-Fraser (alternate)
Medical Committee	Mayor Ebden, Councillor Engen, Councillor Meyers, Judy Lorenz, Dana Kreil
Medicine River Watershed Society	Councillor Phillips, Councillor Engen (alternate)
Red Deer River Watershed Alliance Society	

DRAFT

Mtg. Date Oct 24, 2022

Agenda Item 3.2

MEMORANDUM

PREPARED FOR: Eckville Mayor and Council
REGARDING: Deputy Mayor Rotation Options
PREPARED BY: Jack Ramsden, CAO, Town of Eckville
DATE: October 20, 2022

DEPUTY MAYOR ROTATION SCHEDULE:

I you recall a motion was passed at the September 12, 2022, council meeting instructing Administration to create a schedule for rotating Deputy Mayor and bring it to the Organizational Meeting in October.

To assist us in preparing this Deputy Mayor Rotation Schedule a bit of research was conducted to see what other Central Alberta Municipalities were doing as far as Deputy Mayor appointments and rotations.

We discovered that there is a wide range of different Deputy Mayor rotation schedules being passed. The following is a listing of what we discovered:

<u>Municipality</u>	<u>Number of Councillors</u>	<u>Rotation Schedule</u>
City of Red Deer	Eight	One-month appointments
Town of Olds	Six	Two-month appointments
Town of Innisfail	Six	Four-month appointments
Town of Ponoka	Six	Eight-month appointments
Town of Sylvan Lake	Six	Eight-month appointments
Town of Rimbey	Four	Previously three-month appointments – returned to yearly appointment Oct. 2021

As we are now one year into a four-year council term of office, it our suggestion that you consider a rotation based on the remaining thirty-six months which would be divisible evenly by our six Councillors. It is Administrations opinion that a one-month rotation would be clumsy as far as having to change our signing authority too frequently. The same comments could be made about a two-month rotation.

Administration's recommending that you establish a three-month rotation, as we feel that it is sufficient time to give Councillors an exposure to the Deputy Mayor role and allows us to maintain our signing authorities for a more reasonable length of time. Please see attached schedule.

We have also prepared and attached a four-month and a six-month rotation schedule for your consideration. Of course, if you wish to follow the Red Deer or Olds example, these rotation schedules can be quickly prepared as well.

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We have drafted each of the proposed rotation schedule based on appointments in an alphabetical order. We realize that Councillor Engen has served as Deputy Mayor for the past year, but we left her at the beginning of each rotation schedule to allow us to pull all the required signing documents together, which could take a month or two.

THE ROLE OF DEPUTY MAYOR:

We would also like to review the legislation dealing with the appointment of the Deputy Chief Elected Official / Deputy Mayor. Section 152 is entitled "Deputy and acting chief elected officials" and is a short section. A copy of this section is attached for your perusal.

Basically section 152 states that "a council must appoint one or more councillors as deputy chief elected official so that only one councillor will hold the office at any one time, and that the office will be filled at all times." The section goes on to state that "a deputy chief elected official must act as the chief elected official when the chief elected official is unable to perform the duties of the chief elected official or if the chief elected official is vacant." Basically, this is what the job of deputy chief elected official / Deputy Mayor entails.

The balance of the section deals with the appointment of an acting chief elected official in the event that the chief elected official, and the deputy chief elected official are unable to perform the duties of the chief elected official or if the both positions are vacant.

Our research showed that some of the Municipalities dealt with the position of Deputy Mayor in their procedural bylaws and we came across a policy dealing with the Deputy Mayor's Role in the City of Red Deer. It is a short policy which we think clearly defines how what the Deputy Mayor is responsible for. A copy of this document is attached for your perusal. We also took the liberty of drafting a similar policy for your review and consideration.

Respectfully Submitted


Jack Ramsden, CAO, Town of Eckville.



Mtg. Date OCT 27, 2022
Agenda Item B.2A

TOWN OF ECKVILLE
Deputy Mayor (3 Month Rotation)
2022-2025

Year	Month	Councillor
2022/2023	November/December/January	Councillor Engen
2023	February/March/April	Councillor Meyers
2023	May/June/July	Councillor Palm-Fraser
2023	August/September/October	Councillor Phillips
2023/2024	November/December/January	Councillor See
2024	February/March/April	Councillor Thoreson
2024	May/June/July	Councillor Engen
2024	August/September/October	Councillor Meyers
2024/2025	November/December/January	Councillor Palm-Fraser
2025	February/March/April	Councillor Phillips
2025	May/June/July	Councillor See
2025	August/September/October	Councillor Thoreson

- Councillor**
- Councillor Engen 2
 - Councillor Meyers 2
 - Councillor Palm-Fraser 2
 - Councillor Phillips 2
 - Councillor See 2
 - Councillor Thoreson 2
- 12



TOWN OF ECKVILLE
Deputy Mayor (4 Month Rotation)
2022-2025

Year	Month	Councillor
2022/2023	November/December/January/February	Councillor Engen
2023	March/April/May/June	Councillor Meyers
2023	July/August/September/October	Councillor Palm-Fraser
2023/2024	November/December/January/February	Councillor Phillips
2024	March/April/May/June	Councillor See
2024	July/August/September/October	Councillor Thoreson
2024/2025	November/December/January/February	Councillor Engen
2025	March/April/May/June	Councillor Meyers
2025	July/August/September/October	Councillor Palm-Fraser

Councillor
Councillor Engen 2
Councillor Meyers 2
Councillor Palm-Fraser 2
Councillor Phillips 1
Councillor See 1
Councillor Thoreson 1
9

5



TOWN OF ECKVILLE
Deputy Mayor (6 Month Rotation)
2022-2025

Year	Month	Councillor
2022/2023	November/December/January/February/March/April	Councillor Engen
2023	May/June/July/August/September/October	Councillor Meyers
2023/2024	November/December/January/February/March/April	Councillor Palm-Fraser
2024	May/June/July/August/September/October	Councillor Phillips
2024/2025	November/December/January/February/March/April	Councillor See
2025	May/June/July/August/September/October	Councillor Thoreson

Councillor

Councillor Engen 1
Councillor Meyers 1
Councillor Palm-Fraser 1
Councillor Phillips 1
Councillor See 1
Councillor Thoreson 1
6

6

is passed.

(3) A bylaw passed under section 150 must be advertised.

RSA 2000 cM-26 s151;2018 c23 s58

Deputy and acting chief elected officials

152(1) A council must appoint one or more councillors as deputy chief elected official so that

- (a) only one councillor will hold that office at any one time, and
- (b) the office will be filled at all times.

(2) A deputy chief elected official must act as the chief elected official

- (a) when the chief elected official is unable to perform the duties of the chief elected official, or
- (b) if the office of chief elected official is vacant.

Section 153

MUNICIPAL GOVERNMENT ACT

RSA 2000
Chapter M-26

(3) A council may appoint a councillor as an acting chief elected official to act as the chief elected official

- (a) if both the chief elected official and the deputy chief elected official are unable to perform the duties of the chief elected official, or
- (b) if both the office of chief elected official and the office of deputy chief elected official are vacant.

1994 cM-26.1 s152

Division 3

Duties, Titles and Oaths of Councillors

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.



TOWN OF ECKVILLE
POLICY # xxxx:
Role of the Deputy Mayor



Date: October 24, 2022

Approved By Council: Resolution #

Policy Statement

The primary responsibility of the Deputy Mayor is to act as the Mayor's representative when the Mayor is unavailable, or, as requested by the Mayor to support Mayoral functions.

1. Representational Role

- 1.1. Unless there has been a request for a specific Council member, the Deputy Mayor will act for the Mayor at public functions and ceremonies that the Mayor or Council deems appropriate..
- 1.2. The Deputy Mayor will liaise with elected officials from other municipalities and other levels of government on matters that pertain to the Town.
- 1.3. The Deputy Mayor will sign correspondence and payables as needed on behalf of the Mayor.

2. Relationship with CAO

- 2.1. The Deputy Mayor may review the agenda with the CAO upon request.

3. Compensation

- 3.1. Members of Council shall not receive additional compensation when serving in the role as Deputy Mayor.

4. Appointments and Rotation of Appointments

- 4.1. The Deputy Mayors' are appointed at the Organizational Meeting each year.
- 4.2. The Mayor is authorized to appoint an alternate Deputy Mayor as needed.
- 4.3. Council approves the rotation.
- 4.4. The Mayor is authorized to alter the Deputy Mayor rotation as needed.

Mayor

CAO

The primary responsibility of the Deputy Mayor is to act as the Mayor's representative when the Mayor is unavailable, or, as requested by the Mayor to support Mayoral functions.

- 1 Relationship/Link with City Manager:
 - (1) The Deputy Mayor will review Council Agendas with the Mayor and City Manager.

- 2 Representational Role:
 - (1) Unless there has been a request for a particular Council member, the Deputy Mayor will act for the Mayor at public functions and ceremonies that Council or the Mayor determines appropriate.
 - (2) The Deputy Mayor will liaise with elected officials from other municipalities and other levels of government on matters of concern to The City.
 - (3) The Deputy Mayor will sign letters and proclamations as needed on behalf of the Mayor.

- 3 Compensation:
 - (1) Council members will not receive additional compensation when serving in the role as Deputy Mayor.

- 4 Appointments and Rotation of Appointments:
 - (1) The Deputy Mayors are appointed at the Organizational Meeting each year.
 - (2) The Mayor is authorized to appoint an alternate Deputy Mayor as needed.
 - (3) Council approves the rotation.
 - (4) The Mayor is authorized to alter Deputy Mayor rotations as needed.

Document History:

Policy Adopted	October 15, 2012
Policy Revised	March 18, 2013

Administrative Revisions:

Date:	Description:
October 10, 2017	Updated to current format.





TOWN OF ECKVILLE
2021/2022 Council Board and Committee Appointments

Mtg. Date Oct 24, 2022

Agenda Item 4.1

SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)

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At-Large	Linda Kind, Garth Yeomans, Lynda Petten-Haarstad, Linda McLevin

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MUNICIPAL EMERGENCY ADVISORY COMMITTEE

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COUNCIL BOARD & COMMITTEE APPOINTMENTS

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(At-Large)	Gord Ebden
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Lacombe Foundation	Mayor Ebden, Deputy Mayor Engen (alternate)
Lacombe Regional Emergency Management	Councillor Meyers, Mayor Ebden (alternate)
Lacombe Regional Waste Services Commission	Councillor Palm-Fraser, Mayor Ebden (alternate)
Medicine River Rural Crime Watch Society	Councillor Meyers
Parkland Regional Library	Councillor Thoreson, Mayor Ebden (alternate)
100th Anniversary Committee (Council)	Deputy Mayor Engen, Councillor Palm-Fraser
(At-Large)	Janeil Humphrey, Deb Macrae, Jean Maki, Helen Posti, Fern Skocdopole,

PUBLIC BOARD & COMMITTEE LIAISON APPOINTMENTS

Eckville Agricultural Society	Deputy Mayor Engen, Mayor Ebden (alternate)
Eckville Arena Operating Association	Councillor See, Councillor Meyers (alternate)
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Eckville Curling Rink	Deputy Mayor Engen, Mayor Ebden (alternate)
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Inter-Agency Committee	Councillor Thoreson, Councillor Palm-Fraser (alternate)
Medical Committee	Deputy Mayor Engen, Mayor Ebden (alternate)
Medicine River Watershed Society	Councillor Phillips, Deputy Mayor Engen (alternate)
Red Deer River Watershed Alliance Society	