

## **TOWN OF ECKVILLE-COUNCIL AGENDA**

Monday, November 27, 2023

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

- |   |      |  |
|---|------|--|
| <b>1. CALL TO ORDER</b>                       | 1.1  |  |
| <b>2. DELEGATIONS/PUBLIC HEARING</b>          | 2.1  |  |
| <b>3. AGENDA</b>                              | 3.1  | Additional Agenda Items  |
|   | 3.2  | Adoption of Agenda   |
| <b>4. MINUTES</b>                             | 4.1  | Regular Council Meeting Minutes – November 14, 2023 pg. 1-3                            |
| <b>5. ACTION ITEMS</b>                        | 5.1  | RFD-2024 Town of Eckville Library Board Budget pg. 4-9                                 |
| <b>6. BYLAWS, POLICIES</b>                    | 6.1  | Bylaw #792-23 Municipal Borrowing Bylaw pg. 10-11                                      |
|   | 6.2  | Bylaw #791-23 Council Procedural Bylaw Amendment pg. 12-14                             |
| <b>7. REPORTS</b>                             | 7.1  | Management Report – November 27, 2023 pg. 15-22  |
|   | 7.2  | Financial Report -AP Report Nov 16, 2023 & 2023 Operating & Capital Spend Q3 pg. 23-30 |
| <b>8. COMMITTEE, BOARD REPORTS</b>            | 8.1  |  |
| <b>9. CORRESPONDENCE, INFORMATION</b>         | 9.1  | Lacombe County Highlights of Reg Council Meeting Nov 14, 2023 pg. 31-33                |
|   | 9.2  | Letter to Mayor and Council pg. 34   |
|   | 9.3  | Elected Officials Education Program pg.35  |
|   | 9.4  | Municipal Gov Act (MGA) Councillor Accountability Review pg. 36-58                     |
| <b>10. SEMINARS, MEETINGS, SPECIAL EVENTS</b> | 10.1 |  |
| <b>11. CLOSED SESSION</b>                     | 11.1 | Section 16: Business Interests of a Third Party  |
| <b>12. COMMITTEE OF THE WHOLE</b>             | 12.1 |  |
| <b>13. ADJOURNMENT</b>                        | 13.1 |  |

**TOWN OF ECKVILLE – COUNCIL MINUTES**

Tuesday November 14, 2023

Eckville Town Office, 5023 – 51 Avenue, Eckville, Alberta  
(The meeting was available via electronic means)

**1. Call to Order**

1.1 Mayor Ebden called the meeting to order at 6:04 p.m.

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

Absent:

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  
5.2 Lane behind Town Office  
5.3 Joining Sylvan Lake Regional Wastewater Commission

3.2 Adoption of Agenda

**Res.263.2023**

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

**4. Minutes**

4.1 Regular Council Meeting Minutes – October 23, 2023

**Res.264.2023**

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

4.2 Organizational Meeting Minutes, October 23, 2023

**Res.265.2023**

Moved by Councillor Meyers that the Minutes of the Organizational Meeting held Monday October 23, 2023 be adopted as presented. **Carried Unanimously.**

- 5. Action Items**
- 5.1 RFD- Consumer Price Index (CP) Stats.
- Res.266.2023** Moved by Councillor Engen that Administration be instructed to prepare a bylaw to amend the Council Procedural Bylaw in order to increase the Council Per Diem rates by 3.7% effective January 1, 2024. **Carried Unanimously.**
- Res.267.2023** Moved by Councillor Engen that the Employee Wage Grid be increased by 3.7% effective January 1, 2024. **Carried Unanimously.**
- 5.2 Lane behind Town Office.
- Res.268.2023** Moved by Councillor Pacholek that Administration be authorized to negotiate with both property owners (to the north and the south) to purchase additional property to make the east-west lane more accessible. **Carried Unanimously.**
- 5.3 Joining Sylvan Lake Regional Wastewater Commission
- Res.269.2023** Moved by Councillor Meyers that Administration be instructed to commence discussions with the Sylvan Lake Regional Water / Wastewater Commission on the terms and conditions with respect to the Town of Eckville seeking membership in the Sylvan Lake Regional Water / Wastewater Commission.
- 6. Bylaws /Policies**
- 6.1 None
- 7. Reports**
- 7.1 Management Report for November 14, 2023
- Res.270.2023** Moved by Councillor See that the Management Report for November 14, 2023, be accepted for information. **Carried Unanimously.**
- 7.2 Financial Report-AP Report Oct 5, 24 and November 2, 2023.
- Res.271.2023** Moved by Councillor Thoreson that Financial Report – AP for Oct. 5, 24, and November 2, 2023, be accepted for information. **Carried Unanimously**
- 7.3 Animal Control Services October 2023
- Res.272.2023** Moved by Councillor Engen that the Animal Control Services Report for October be accepted. **Carried Unanimously.**
- 8. Committee & Board Reports**
- 8.1 Councillor Pacholek reported on the MPC meeting & the ICE presentation.
- 8.2 Councillor Palm-Fraser reported the MPC meeting.
- 8.3 Councillor Meyers reported on LREMP & Medicine River Crime Watch Society
- 8.4 Mayor Ebden reported on the MPC.
- Res. 273.2023** Moved by Councillor Meyers that the Committee and Board Reports be accepted. **Carried Unanimously.**
- 9. Correspondence, Information Items**
- 9.1 Lacombe County Highlights of Regular Council Meeting Oct 26, 2023
- 9.2 The Bethany Group Annual Report 2022
- 9.3 Lacombe County letter of support

9.4 Lacombe County Environmental Stewardship Award.

**Res.274.2023**

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

**10. Seminars, Meetings,  
Special Events**

10.1 Council and Staff Christmas Dinner – tentatively set for December 8<sup>th</sup>.  
10.2 Emerging Trends in Municipal Law Brownlee LLP

**Res.275.2023**

Moved by Councillor Palm-Fraser that Seminars, Meetings & Special Events be accepted for information. **Carried Unanimously.**

**11. Closed Session**

11.1 None

**12. Committee of the  
Whole**

12.1 None

**13. Adjournment**

**Res. 276.2023**

Mayor Ebden adjourned the meeting. Time 7:43pm. **Carried Unanimously.**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

Mtg. Date Nov 27, 2023  
Agenda Item 5.1

## TOWN OF ECKVILLE Request to Council for Decision

<b>Meeting:</b>	<b>Town Council</b>
<b>Meeting Date:</b>	<b>November 27, 2023</b>
<b>Originated By:</b>	<b>Jack Ramsden, CAO/Darcy Webb, Deputy CAO</b>
<b>Title:</b>	<b>2024 Town of Eckville Library Board Budget</b>

**BACKGROUND:** The Eckville Municipal Library has provided a copy of their 2024 Budget which includes the requested Town of Eckville appropriation.

The Province of Alberta Libraries Act allows for the establishment of a municipal library board. The Town of Eckville did so in 1980 when Council passed Bylaw # 442. On being established, the municipal library board became a corporation known as the Town of Eckville Library Board.

The board is responsible for the management of the library. One key duty of the board is to prepare a budget each year. The board is responsible for preparing the budget, which includes their requested funding from the Town of Eckville, for the ensuing fiscal year prior to December 1<sup>st</sup>. This document is then presented to Council for approval.

*Council can then approve this request in whole or in part.*

**DISCUSSION/ALTERNATIVES:** In 2023, the appropriation approved by the Town was \$44,772. This amount was made up of two components; recreation and culture grant of \$1,500 along with a quarterly contribution of \$10,818.

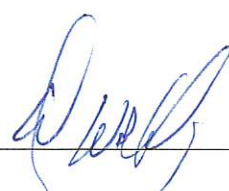
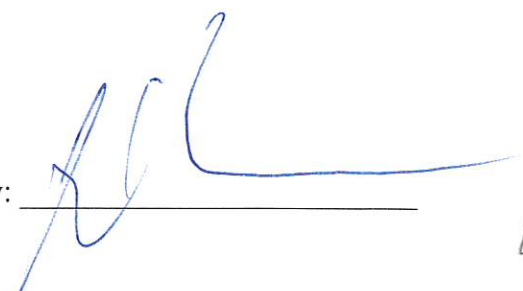
The amount requested from the Town for 2024 is unchanged at \$44,772 (see line 07).

It should be noted that the minimum required contribution is \$2.00 per capita.

**IMPACT ON BUDGET:** If approved this amount will be included in the Town's 2024 Operating budget.

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

**"That Town Council approve the 2024 Town of Eckville local appropriation as requested by the Town of Eckville Library Board."**

Prepared By:  Approved By:  4



Return the completed and signed budget, a copy of your Statement of Receipts and Disbursements or financial report from the previous year and your signed grant application form by mail or email to:

Alberta Municipal Affairs  
Public Library Services Branch  
17th Floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta T5J 4L4  
libgrants@gov.ab.ca

Budget requirements are set out in Sections 8 and 12.6 of the *Libraries Act*:


<https://www.alberta.ca/provincial-public-library-legislation-and-policies.aspx>

# 2024 Budget

Budget approved by library board as authorized by:

Legal name of library board: Town of Eckville Library Board

Print name: Dana Kreil Position: Board Chair

Signature: 

Date budget was approved by board: October 16, 2023

**Original or emailed copies are accepted**

ESTIMATED RECEIPTS FOR THE YEAR		Budget 2024
<b>Projected cash balance at beginning of year, January 1</b>		
01	Cash on hand	
02	Total in current bank accounts	\$4,368.87
03	Total in savings accounts	\$50,000.00
04	Term deposits	
05	Other committed funds (e.g. trust funds and bequests)	
<b>06</b>	<b>TOTAL PROJECTED OPENING CASH ON HAND (add lines 01 to 05)</b>	<b>\$54,368.87</b>
<b>Government contributions</b>		
07	Local appropriation (Cash transfer from <b>your municipality</b> for operations)	\$44,772.00
08	Provincial library operating grant ( <b>Do not</b> combine with other provincial funding)	\$15,513.00
<b>Other government contributions</b>		
09	Cash transfer from <u>neighbouring municipality</u>	\$19,261.00
10	Cash transfer from <u>another municipal or intermunicipal library board</u>	
11	Cash transfer from <u>regional library system</u> (e.g. Library Services Grant)	\$5,908.00
12	Cash transfer from improvement district/summer village	
13	Cash transfer from school board, FCSS	
14	Employment programs (e.g. Canada Summer Jobs)	
15	Other grants (e.g. recreation board, CFEP, CIP) <b>please list</b>	
15a		
15b		
15c		
<b>Other revenue</b>		
16	Fundraising and donations (e.g. book sales, bequests)	
17	Friends group donations	\$1,500.00
18	Fees and fines	\$250.00
18a	Card fees (incl. non-resident fees)	
18b	Fines (incl. overdue, lost/damaged book reimbursements)	
19	Program revenue	
20	Room rentals	
21	Other service revenue (e.g. photocopying, faxing, contracts, exam proctoring)	
22	GST refund	
23	Interest and dividends	
24	Transfers from reserve accounts	
25	Other income (please list)	
25a	<u>Silent Auction</u>	\$1,000.00
25b		
25c		
<b>26</b>	<b>TOTAL PROJECTED CASH RECEIPTS (add lines 07 to 25)</b>	<b>\$88,204.00</b>
<b>27</b>	<b>TOTAL PROJECTED CASH TO BE ACCOUNTED FOR (add lines 06 and 26)</b>	<b>\$142,572.87</b>

ESTIMATE OF EXPENDITURE		Budget 2024
<b>Staff</b>		
28	Salaries, wages and benefits (incl. worker's compensation insurance)	\$69,910.00
29	Honoraria (library volunteers)	\$200.00
30	Staff professional development (incl. travel and hospitality)	\$1,500.00
<b>31</b>	<b>TOTAL PROJECTED STAFF EXPENSE</b> (add lines 28 to 30)	<b>\$71,610.00</b>
<b>Library resources</b>		
32	Physical materials (incl. periodicals and non-print materials; <u>do not</u> include money transferred to your library system for book purchases, that info goes on line 54)	\$2,000.00
33	Digital resources (i.e. e-content)	
<b>34</b>	<b>TOTAL PROJECTED LIBRARY RESOURCES</b> (add lines 32 and 33)	<b>\$2,000.00</b>
<b>Administration</b>		
35	Audit and/or annual financial review	\$400.00
36	Board expenses (incl. honoraria, travel, course and conference fees)	\$2,000.00
37	Equipment rentals and maintenance	
38	Contracts and fees for services (e.g. bookkeeping, IT services, professional fees)	\$1,500.00
39	Bank charges	
40	Library and office supplies (incl. binding & repair, printing and copier supplies)	\$2,200.00
41	Association memberships (e.g. ALTA, LAA, AALT)	
42	Postage and box rental	
43	Program expense (incl. publicity/advertising, equipment rental, artist fees)	\$2,500.00
44	Telephone and internet	\$1,500.00
45	Software and licenses (e.g. QuickBooks, Office365 for staff, gate counter software)	
46	Other expenses ( <b>please list</b> )	
46a		
46b		
<b>47</b>	<b>TOTAL PROJECTED ADMINISTRATION EXPENSE</b> (add lines 35 to 46)	<b>\$10,100.00</b>
<b>Building costs</b>		
48	Insurance	\$2,500.00
49	Janitorial and maintenance (janitorial service/supplies, maintenance and minor repairs to building and grounds)	\$3,000.00
50	Utilities	\$2,500.00
51	Occupancy costs (i.e. share of utilities/janitorial in joint-use buildings)	
52	Rent	
<b>53</b>	<b>TOTAL PROJECTED BUILDING EXPENSES</b> (add lines 48 to 52)	<b>\$8,000.00</b>

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ESTIMATE OF EXPENDITURE (cont'd)		Budget 2024
<b>Transfer payments</b>		
54	Transfer to other <b>library boards (please specify boards: may include transfers to other municipal/intermunicipal library boards or library system boards for the material allotment/levy and other system charges)</b>	
54a		
54b		
54c		
54d		
54e		
54f		
55	Contract payments to library societies ( <b>please list</b> )	
55a		
55b		
55c		
55d		
<b>56</b>	<b>TOTAL PROJECTED TRANSFER PAYMENTS (add lines 54 and 55)</b>	
<b>57</b>	<b>TOTAL PROJECTED OPERATING EXPENDITURE (add lines 31, 34, 47, 53, 56)</b>	<b>\$91,710.00</b>
58	Loan interest and payments	
59	Transfer to other accounts (e.g. capital, operating reserves)	
<b>Capital expenditures</b>		
60	Building repairs and renovations (e.g. roof, carpet, partitions)	
61	Furniture and equipment	
62	Computer hardware (e.g. desktop computers, printers)	
63	Other ( <b>please list</b> )	
63a	Lanscaping- Fencing- West Step Replacement	\$5,225.00
63b		
<b>64</b>	<b>TOTAL PROJECTED CAPITAL EXPENDITURE (add lines 60 to 63)</b>	<b>\$5,225.00</b>
<b>65</b>	<b>TOTAL PROJECTED ESTIMATE OF EXPENDITURE (add lines 57, 58, 59, 64)</b>	<b>\$96,935.00</b>

Projected cash balance at end of reporting year		
66	Cash on hand	\$45,637.87
67	Total in current bank accounts	
68	Total in savings accounts	
69	Term deposits	
70	Other committed funds (e.g. trusts and bequests, reserves, capital)	
<b>71</b>	<b>TOTAL PROJECTED CASH ON HAND (add lines 66 to 70)</b>	<b>\$45,637.87</b>
<b>72</b>	<b>TOTAL PROJECTED CASH ACCOUNTED FOR (add lines 65 and 71)</b>	<b>\$142,572.87</b>

If it is anticipated that the municipality will be paying operating costs on behalf of the library board, please have the Municipal Administrator complete the Direct Payments form on the next page.

## Direct Payments - Budget

**Costs paid directly by the municipality on behalf of the library board are referred to as direct payments.** If it is anticipated that the municipality will pay costs in addition to its local appropriation to the library board, this form must be completed by a Municipal Administrator. Report only that portion of the municipal expenditure that is anticipated to be paid on behalf of the library board. These figures may be subject to audit Do not include in kind contributions. The funds in lines i. through xii. should not be included in the library board's budget. Also, the amount of local appropriation (cash transfer from the municipality to the library board) is already recorded in the library board's budget and should not be included on this form.

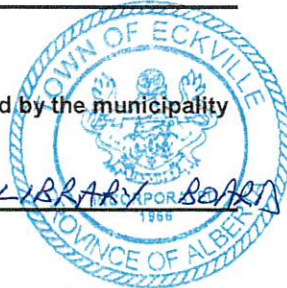
OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (DIRECT PAYMENTS)	Budget 2024
i. Library staff (e.g. salaries, wages and benefits. <b>DO NOT</b> include expenditures for municipal staff)	
ii. Building maintenance (e.g. janitor, supplies, maintenance, repairs)	
iii. Insurance	1,700.00
iv. Utilities	3,000.00
v. Audit/financial review	
vi. Rent (paid to private landlord, not to municipality)	
vii. Telephone and internet	
viii. Other (please list)	
LIBRARY SYSTEM MEMBERSHIP	10,124.00
<b>IX. TOTAL PROJECTED OPERATING EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines i. to viii.)</b>	<b>\$ 14,824.00</b>
<b>Other expenditures to be paid by municipality</b>	
x. Municipal staff costs (e.g. if a municipal employee spends a portion of time on library business)	
xi. Debenture interest and principal	/
xii. Capital or special grants (e.g. one-time grants. <b>DO NOT</b> include annual operating cash transfer)	
<b>XIII. TOTAL PROJECTED OTHER EXPENDITURES TO BE PAID BY MUNICIPALITY (add lines x. to xii.)</b>	<b>\$ 14,824.00</b>

I, JACK RAMSDEN, Administrator of  
(please print name)

the TOWN OF ECKVILLE  
(name of municipality)

certify that the amounts stated above are the costs expected to be incurred by the municipality in providing the indicated services on behalf of

THE TOWN OF ECKVILLE LIBRARY BOARD  
(legal name of library board)



Signature: [Handwritten Signature] Date: 21/11/2023

**TOWN OF ECKVILLE**

**BYLAW NO. 792-23**

**MUNICIPAL BORROWING BYLAW**

**For the Purpose Specified in Section 256 of the Municipal Government Act**

**WHEREAS:**

The Council of the Town of Eckville (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Covering Operating Costs

**NOW THEREFORE, pursuant to the provisions of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:**

1. The Corporation borrow from Alberta Treasury Branches ("ATB") up to the principal sum of \$40,000.00 dollars repayable upon demand at a rate of interest per annum from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions to the loan and security or securities to be given to ATB:
  - (b) as security for any money borrowed from ATB
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:

Taxation and General Revenue
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

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5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Bylaw 771-20 is hereby repealed.
7. This Bylaw comes into force on the final passing thereof.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

\_\_\_\_\_  
Mayor

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

11

**TOWN OF ECKVILLE**

**BYLAW No. 791 - 23**

**COUNCIL PROCEDURAL BYLAW AMENDMENT**

A Bylaw of the Town of Eckville in the Province of Alberta to amend Bylaw 640/02 of the Town of Eckville known as the Council Procedural Bylaw.

**WHEREAS** it is deemed necessary and expedient to amend the present Council Procedural Bylaw No. 640/02 and,

**AND WHEREAS** pursuant to the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Eckville duly assembled enacts as follows:

**APPROVES** amendments to the Council Procedural Bylaw as follows:

**AND AMEND SCHEDULE "A" as follows:**

- **By Deleting:**

**SCHEDULE "A"**

**COUNCIL REMUNERATION**

**2) Council Honorarium Rates**

- |    |                 |   |                    |
|----|-----------------|---|--------------------|
| a) | Mayor           | - | \$706.53 per month |
| b) | Deputy Mayor    | - | \$540.90 per month |
| c) | Council Members | - | \$430.55 per month |

**4) Council Per Diem Rates**

- |    |                               |   |          |
|----|-------------------------------|---|----------|
| a) | Minimum (up to 2 hours)       | - | \$ 68.23 |
| b) | Half Day (2 hours to 4 hours) | - | \$132.46 |
| c) | Full Day (4 hours to 8 hours) | - | \$264.92 |

**7) Travel and Subsistence Allowances**

Receipts are required for all expenses, excepting mileage.

- |    |                               |   |
|----|-------------------------------|---|
| a) | Mileage                       | \$0.61 per kilometre                      |
| b) | Meals (receipts not required) | \$34.50 – Half Day<br>\$69.00 – Full Day. |

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- And By Adding:

**SCHEDULE "A"**

**COUNCIL REMUNERATION (Effective January 1, 2024)**

**2) Council Honorarium Rates**

- |    |                 |   |                    |
|----|-----------------|---|--------------------|
| a) | Mayor           | - | \$732.67 per month |
| b) | Deputy Mayor    | - | \$560.91 per month |
| c) | Council Members | - | \$446.48 per month |

**4) Council Per Diem Rates (Effective January 1, 2024)**

- |    |                               |   |          |
|----|-------------------------------|---|----------|
| a) | Minimum (up to 2 hours)       | - | \$ 68.68 |
| b) | Half Day (2 hours to 4 hours) | - | \$137.36 |
| c) | Full Day (4 hours to 8 hours) | - | \$274.72 |

**7) Travel and Subsistence Allowances (Effective January 1, 2024)**

Receipts are required for all expenses, excepting mileage.

- |    |                               |  |
|----|-------------------------------|--|
| a) | Mileage                       | - \$0.68 per kilometre for the first 5,000 kilometres driven |
|    |                               | - \$0.62 per kilometre driven after that                     |
| b) | Meals (receipts not required) | - \$23.00 – Per meal to a maximum of \$69.00 per day         |

**THAT THIS BYLAW shall take effect January 1, 2024.**

[REDACTED]

[REDACTED]

[Redacted]

[Redacted]

\_\_\_\_\_  
**Mayor**

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

14

**MANAGEMENT REPORT  
TO ECKVILLE TOWN COUNCIL**

**November 27, 2023**

Mtg. Date Nov 27, 2023  
Agenda Item 7.1

**Current Activities:**

- **Consideration of Joining the Sylvan Lake Regional Wastewater Commission:** Administration has initiated discussion with Sylvan Lake Regional Water / Wastewater Commission and we will keep you informed.
- **New Aeration System for Wastewater Lagoons:** One of the biologists from Pond Pro in Camrose along with another employee met our Public Works Team at the Wastewater Lagoons on November 21<sup>st</sup> and demonstrated how to calibrate and use the new Oxygen Monitor We were pleased to see that the oxygen level in our main storage pond was 4.6% after running our new aerators for just two and a half months. Before the installation of the new system the oxygen level was 0%.
- **Arena Operating Society:** We are planning to hand off the payroll function for the Arena Operators to the Eckville Arena Operating Society on January 1, 2024. They will also be securing their own employee benefit coverage from AB Munis through the Society's associate membership.
- **Main Street Solar Street Lights & Christmas Decorations:** Well, we finally have all thirteen of our Christmas Decorations working on our Solar Street lights, but now one of our streetlights, in front of Super Service is not working. As soon as we hear back from the service people at Clearblue Technologies, we will have them ship the required parts and hire Highline to do the repairs. Our warranty coverage provides for new replacement parts at no charge, but we must pay for the labour.  
We have attached a copy of the October Monthly report for your information.
- **Other Town Christmas Lighting:** Our Public Works Team managed to decorate the trees at the Monument, the tree at the Community Centre, the dozen or so Christmas decorations on miscellaneous power poles, and new LED programable lighting on the front of the Town Office in time for the official Lighting Ceremony on November 16<sup>th</sup>. They did a great job and we think it all looks great! Thanks guys!!
- **Meeting with Physicians:** Darcy Webb and Jack Ramsden met with two of the Administration Team from Montana First Nations (Akamihk Health Care Services) and a prospective Physician at the Town Office on November 22<sup>nd</sup>. The meeting went well, and we also managed to squeeze in a tour of our leased space. We will update you, in closed session, at the November 27<sup>th</sup> Council meeting.

**Future / Planned Activities:**

- **CASA DE VIDA DEVELOPMENTS INC.:** We reached out to the President of CASA DE VIDA last week and are still awaiting a reply.
- **Highway 11 Twinning Project:** We have prepared a document to provide to Residents and Business Owners to assist them, should they choose to write a letter of support for the



Management Report – November 27, 2023

“Roundabout” that we are lobbying for. A copy of this document is attached for your perusal. Please give us your opinion at the November 27<sup>th</sup> council meeting.

- **Repairs to the Lane behind the Town Office:** East Link finally moved their cable to the new pole and now we are waiting for FORTIS to actually remove their pole.  
We received a recommendation on compensation from our Assessor with Wild Rose Assessment Service and we have started negotiations with both landowners to purchase a five-meter cut-off at each corner of the intersection of the north south and west lanes. At this point we are assuming that we would move ahead with the actual agreements in December and have the survey work completed in the new year
- **New Website and Municipal APP:** Nothing new to report. We continue to update the site and await our ‘app’.
- **Town Vision and Mission Statements:** Coming soon.

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Jack Ramsden, CAO



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Darcy Webb, Deputy CAO

## **NOTES AND SUGGESTIONS FOR CORRESPONDENCE TO SUPPORT A ROUNDABOUT**

### **AT THE INTERSECTION OF HIGHWAY 11 & SH 766 North**

Eckville Town Council is lobbying Alberta Transportation & Economic Corridors to have a "roundabout" constructed at the intersection of Highway 11 & SH 766 when the highway twinning project is constructed in the future.

A Town Delegation met with Minister Deven Dreeshen and representatives of Alberta Transportation & Economic Corridors on September 19<sup>th</sup> to pass along Eckville Town Council's request to have a roundabout constructed, rather than a standard intersection. The focus of our request is based on a higher level of safety for those travelling on Highway 11 and those entering from and exiting from SH 766.

Here are a few of our suggestions on points that you might include in correspondence supporting the Town of Eckville position.

**Our concern, first and foremost, is safety!** The Town of Eckville is located a short 5 kms north of Highway 11 on SH 766 and this intersection is the main entrance to our town.

- Eckville is the home of 1,200 residents, most of whom use this intersection numerous times each week, if not daily.
- We have a lodge with 50 rooms and 8 senior self-contained housing units, which house approximately 60 or more Senior Citizens, many of whom still drive occasionally.
- We have two public schools which continue to thrive and of course they are supported by numerous school buses.
- We are also a recreation center with an Arena, Curling Rink, Ball Diamonds, Large Community Centre, and Seniors Friendship Centre.
- We have a very strong and thriving Oil & Gas Industry and large tanker trucks are the norm!
- We also have various types of farm traffic, ranging from trucks with grain trailers to combines and tractors with multiple pieces of equipment attached.
- Lastly it should be noted that the current intersection of Highway 11 and SH 766 is a "T" type or three-way intersection. The twinning of Highway 11 will see the closure of the intersections at Range Road 32A & Range Road 33 where they meet Highway 11 from the south. A new road will be constructed to bring traffic from both Range Roads 32A & 33 together to the new four-way intersection at Highway 11 & SH 766. This will result in even more traffic and increased movements in every direction.
- If a standard intersection is constructed at SH 766 all traffic entering, exiting, or crossing the intersection will be exposed to traffic travelling on Highway 11 at speeds of 110 kms per hour or more!
- If a roundabout is constructed at SH 766, all traffic entering, exiting, or crossing the intersection will be exposed to traffic on Highway 11 moving at a reduced speed of approximately 60 kms per hours.

**It is our position that the roundabout intersection is far safer than the standard type intersections and if there are collisions, they will likely result in far fewer fatalities and serious injury.**

**Please mail letters to:**

**The Honourable Deven Dreeshen  
Minister of Transportation and Economic Corridors  
127 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB, T5K 2B6**

**Please Copy Letters To:**

**Mayor Colleen Ebdon  
Town of Eckville  
P. O. Box 578  
Eckville, AB, T0M 0X0**

**Jack Ramsden**

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**From:** do-not-reply@clearbluetechnologies.com  
**Sent:** Wednesday, November 15, 2023 5:45 AM  
**To:** Jack Ramsden  
**Subject:** Illumience Monthly Report for October



## Sites & Systems

Site	Assigned Systems
Town of Eckville	13

## Illumience Service Contract

Site	Start	End
Town of Eckville	2020-02-01	2023-01-31

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# Service Information

Clear Blue is monitoring and managing your systems.  
Here is how they performed in October.

## Monthly Performance Over 13 Systems

# 100%

( Based on the number of days this month with no power outages. )

Days With Disconnects  
Due To Low Voltage

0

There were 0 days this month when some of your systems experienced at least 1 disconnection due to low voltage.

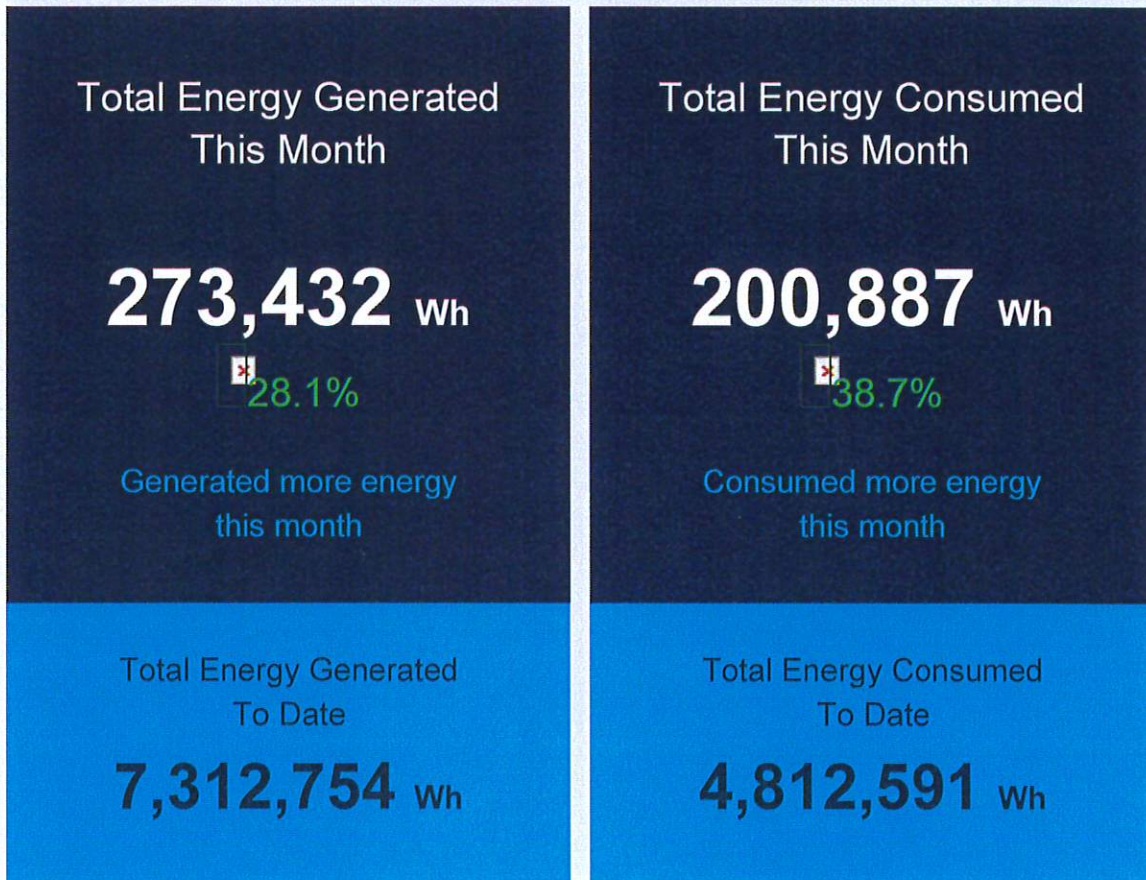
Days With Good Energy  
Generation

25

On good energy days, the amount of energy generated exceeds the amount required. This is highly dependent on seasonality and daily weather conditions.

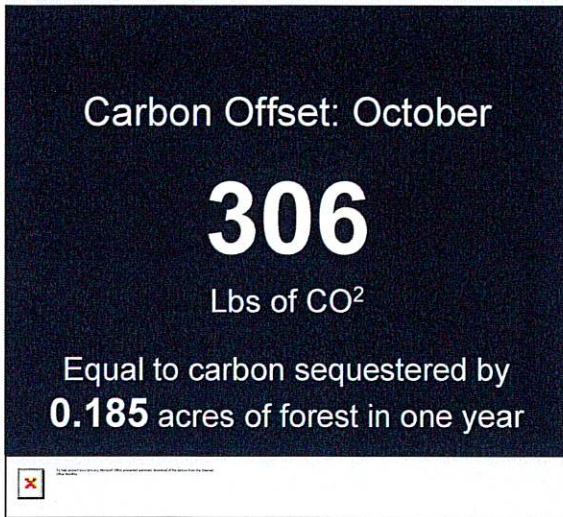
## Energy Information

This is the total amount of energy generated by the solar panels/wind turbine this month, how much energy was consumed by the systems, and how each compared to the prior month.



## Carbon Offset


Carbon offset is a reduction in emissions of carbon dioxide that can compensate for emissions made elsewhere. See how your use of Smart Off-Grid systems can help preserve the environment.



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## System Status

This is a quick snapshot of the status of your systems as of 07:45 on 2023/11/15.

 Trouble Alerts	0	<input type="checkbox"/>
 Maintenance	0	<input type="checkbox"/>
 Offline	0	<input type="checkbox"/>
 Provisioning	0	<input type="checkbox"/>

## Important Notes

Thank you for choosing Clear Blue Technologies. If you have any concerns about your systems or service, we would love to hear from you.

[Contact Us](#)



Clear Blue Technologies  
[www.clearbluetechologies.com](http://www.clearbluetechologies.com)

This email was sent to [jackramsdn@eckville.com](mailto:jackramsdn@eckville.com) as part of your Illumience service agreement. If you prefer to no longer receive this monthly report from Clear Blue Technologies you can [unsubscribe here](#).

Toronto: +1.647.748.4822 | Fax: +1.289.277.1853  
30 Lesmill Road, Unit #7, Toronto, ON. M3B 2T6

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Batch ID: CHEQ  
 Batch Comment: AP Nov 16/23

Audit Trail Code: PMCHQ00000845  
 Posting Date: 2023-11-16

Chequebook ID: ATB - GEN

Mtg. Date Nov 27, 2023

\* Voided Cheques

Agenda Item 7.2

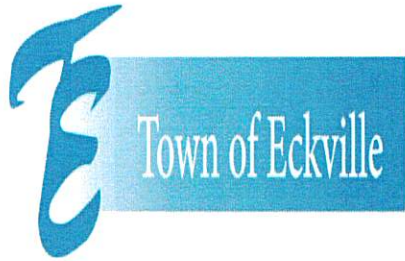
Cheque Number	Date	Payment Number	Vendor ID	Cheque Name	Amount
027430	2023-11-16	0000000000023259	AMS001	AMSC	\$18,495.96
027431	2023-11-16	0000000000023260	ANI001	327241 Alberta Ltd.	\$1,413.30
027432	2023-11-16	0000000000023261	BOB001	Bobcat	\$1,462.84
027433	2023-11-16	0000000000023262	CAN11	Canadian Linen and Uniform Ser	\$297.78
027434	2023-11-16	0000000000023263	CEN04	Central Labs	\$469.63
027435	2023-11-16	0000000000023264	CIP01	CIP Office Technology	\$129.36
027436	2023-11-16	0000000000023265	CLE002	Cleartech Industries Inc.	\$948.92
027437	2023-11-16	0000000000023267	DIA008	Diane Eliuk	\$66.23
027438	2023-11-16	0000000000023268	EMP001	Empringham Disposal Corp.	\$7,155.75
027439	2023-11-16	0000000000023269	EVE003	Everything H2O	\$16.00
027440	2023-11-16	0000000000023270	FLO01	Flowpoint Environmental System	\$106.03
027441	2023-11-16	0000000000023271	GTI001	GTI Petroleum Ltd	\$782.96
027442	2023-11-16	0000000000023272	HAC001	Hach Sales & Service Canada Lt	\$396.90
027443	2023-11-16	0000000000023273	HIS001	Hi Signs the Fath Group Ltd.	\$426.74
027444	2023-11-16	0000000000023274	HIW001	Hi-Way 9 Express Ltd.	\$517.46
027445	2023-11-16	0000000000023275	LAP001	LAPP	\$7,384.11
027446	2023-11-16	0000000000023276	NEX002	NextGen Automation	\$513.61
027447	2023-11-16	0000000000023277	RED004	Red Deer Overdoor	\$534.01
027448	2023-11-16	0000000000023278	SHE005	Sherry Meyers	\$66.23
027449	2023-11-16	0000000000023279	SPA001	Sparrows Auto Service Ltd	\$885.22
027450	2023-11-16	0000000000023280	STE008	Sterling Power Systems Inc.	\$509.25
027451	2023-11-16	0000000000023281	THE018	The Trenchless Guy's	\$2,973.03
027452	2023-11-16	0000000000023282	TRI004	Triple A Electric Ltd.	\$473.03
027453	2023-11-16	0000000000023284	UFA001	UFA	\$332.00
027454	2023-11-16	0000000000023285	ULI001	Uline Canada Corporation	\$1,374.05
027455	2023-11-16	0000000000023286	WOL003	Wolf Creek Building Supplies S	\$157.45

Total Cheques: 26

Cheques Total: \$47,887.85

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# 2023 Operating & Capital Spend Q3



## SPEND SUMMARY

Adjusted for Capital Expenditures

	2023 Q3	2023 Budget	2023 YTD / 2023 Budget \$	2023 YTD / 2023 Budget %
<b>REVENUES</b>				
TAXES	\$1,529,280.85	\$1,530,174.36	(\$893.51)	99.9%
OTHER GEN. MUN. REV.	\$404,853.29	\$226,237.10	\$178,616.19	179.0%
COUNCIL, LEGISLATIVE	\$3,283.06	\$6,000.00	(\$2,716.94)	54.7%
GEN. ADMINISTRATION	\$52,835.71	\$34,970.00	\$17,865.71	151.1%
POLICE	\$0.00	\$10,000.00	(\$10,000.00)	0.0%
FIRE FIGHTING	\$47,202.31	\$61,455.00	(\$14,252.69)	76.8%
DISASTER SERVICES	\$0.00	\$0.00	\$0.00	0.0%
BYLAW SERVICES	\$6,772.40	\$13,250.00	(\$6,477.60)	51.1%
RDS, STS, LIGHTING	\$0.00	\$8,083.00	(\$8,083.00)	0.0%
STORM WATER	\$0.00	\$0.00	\$0.00	0.0%
WATER	\$128,034.90	\$193,475.00	(\$65,440.10)	66.2%
SANITARY SEWER	\$127,573.96	\$164,000.00	(\$36,426.04)	77.8%
GARBAGE	\$133,349.86	\$184,500.00	(\$51,150.14)	72.3%
F. C. S. S.	\$22,617.45	\$29,493.00	(\$6,875.55)	76.7%
CEMETERIES	\$3,000.00	\$7,553.00	(\$4,553.00)	39.7%
OTHER PUBLIC HEALTH	\$0.00	\$16,750.00	(\$16,750.00)	0.0%
PLANNING, DEV.	\$8.00	\$0.00	\$8.00	0.0%
COMMUNITY, AGRIC.	\$40,283.08	\$45,527.00	(\$5,243.92)	88.5%
SUBD. LAND, DEV.	\$14,000.00	\$120,000.00	(\$106,000.00)	11.7%
RECREATION, PARKS	\$16,220.52	\$96,782.87	(\$80,562.35)	16.8%
CULTURAL: LIBRARY	\$5,505.10	\$2,200.00	\$3,305.10	250.2%
OP. CONT. RESERVES	\$0.00	\$38,532.04	(\$38,532.04)	0.0%
<b>REVENUES</b>	<b>\$2,534,820.49</b>	<b>\$2,788,982.37</b>	<b>(\$254,161.88)</b>	<b>90.9%</b>
<b>CAPITAL</b>	<b>\$339,089.39</b>	<b>\$438,249.00</b>	<b>(\$99,159.61)</b>	<b>77.4%</b>
<b>TOTAL REVENUES</b>	<b>\$2,873,909.88</b>	<b>\$3,227,231.37</b>	<b>(\$353,321.49)</b>	<b>89.1%</b>



## SPEND SUMMARY

Adjusted for Capital Expenditures

	2023 Q3	2023 Budget	2023 YTD / 2023 Budget \$	2023 YTD / 2023 Budget %
<b>EXPENDITURES</b>				
COUNCIL, LEGISLATIVE	\$118,270.92	\$160,805.32	\$42,534.40	73.5%
GEN. ADMINISTRATION	\$421,446.47	\$462,629.81	\$41,183.34	91.1%
POLICE FUNDING	\$30,954.75	\$49,154.00	\$18,199.25	63.0%
FIRE FIGHTING	\$87,127.30	\$125,773.00	\$38,645.70	69.3%
DISASTER SERVICES	\$18,878.35	\$18,433.00	(\$445.35)	102.4%
BYLAW SERVICES	\$13,907.80	\$46,828.00	\$32,920.20	29.7%
RDS, STS, LIGHTING	\$599,271.21	\$670,344.54	\$71,073.33	89.4%
STORM DRAINAGE	\$352.16	\$698.00	\$345.84	50.5%
WATER	\$226,222.32	\$284,471.86	\$58,249.54	79.5%
SANITARY SEWER	\$220,868.67	\$297,439.16	\$76,570.49	74.3%
GARBAGE	\$132,942.71	\$202,914.49	\$69,971.78	65.5%
F. C. S. S.	\$36,972.20	\$43,293.00	\$6,320.80	85.4%
CEMETERIES	\$26,796.48	\$19,572.73	(\$7,223.75)	136.9%
OTHER PUBLIC HEALTH	\$0.00	\$8,375.00	\$8,375.00	0.0%
PLANNING, DEV.	\$11,881.83	\$34,530.00	\$22,648.17	34.4%
COMMUNITY, AGRIC.	\$84,119.26	\$123,812.94	\$39,693.68	67.9%
SUBD. LAND, DEV.	\$24,339.30	\$38,262.00	\$13,922.70	63.6%
RECREATION, PARKS	\$276,531.91	\$354,554.24	\$78,022.33	78.0%
CULTURAL: LIBRARY	\$49,702.13	\$63,114.00	\$13,411.87	78.7%
REQUISITIONS	\$248,575.59	\$317,120.28	\$68,544.69	78.4%
OP CONT. RESERVES	\$0.00	\$0.00	\$0.00	0.0%
<b>EXPENDITURES</b>	<b>\$2,630,501.36</b>	<b>\$3,327,125.37</b>	<b>\$696,624.01</b>	<b>79.1%</b>
<b>CAPITAL</b>	<b>\$339,089.39</b>	<b>\$438,249.00</b>	<b>\$99,159.61</b>	<b>77.4%</b>
<b>TOTAL EXPENSES</b>	<b>\$2,969,590.75</b>	<b>\$3,765,374.37</b>	<b>\$795,783.62</b>	<b>78.9%</b>
<b>NET</b>	<b>-\$95,680.87</b>	<b>-\$538,143.00</b>	<b>-\$442,462.13</b>	
Add Cash Required for Local Improvement Le	\$17,757.49	\$17,758.00	\$0.00	
Less Cash Required for Debenture Principle	\$40,252.50	\$80,505.00	(\$8,737.00)	
Add Back Amortization Expense Not Funded	\$580,890.00	\$580,890.00	\$5,534.00	
<b>Total</b>	<b>\$462,714.12</b>	<b>-\$20,000.00</b>	<b>\$482,714.12</b>	

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## Statement of Financial Activities

	2023 Q3	2023 Budget	2023 YTD / 2023 Budget \$	2023 YTD / 2023 Budget %
<b>REVENUES</b>				
Net Property Tax	\$1,529,280.85	\$1,530,174.36	(\$893.51)	99.9%
Sales and User Charges	\$414,083.44	\$680,795.00	(\$266,711.56)	60.8%
Penalties	\$22,812.35	\$15,000.00	\$7,812.35	152.1%
Licenses and Permits	\$6,672.40	\$12,750.00	(\$6,077.60)	52.3%
Fines	\$75,071.67	\$6,500.00	\$68,571.67	1154.9%
Franchise and Concession Contracts	\$105,789.42	\$150,000.00	(\$44,210.58)	70.5%
Return on Investments	\$44,630.33	\$25,000.00	\$19,630.33	178.5%
Rentals and Lease Revenue	\$32,607.05	\$42,605.00	(\$9,997.95)	76.5%
Gain on Sale of Assets	\$50,000.00	\$50,000.00	\$0.00	100.0%
Federal, Provincial Transfers	\$511,061.34	\$355,073.81	\$155,987.53	143.9%
Local Govt Transfers	\$10,401.00	\$75,450.00	(\$65,049.00)	13.8%
Operating/Reserves Transfers	\$0.00	\$38,532.04	(\$38,532.04)	0.0%
Capital/Reserves Transfers	\$20,072.50	\$20,072.50	\$0.00	100.0%
Borrowing	\$0.00	\$0.00	\$0.00	0.0%
Other Revenues	\$48,005.03	\$86,370.87	(\$38,365.84)	55.6%
<b>Total Revenues</b>	<b>\$2,870,487.38</b>	<b>\$3,088,323.68</b>	<b>(\$217,836.30)</b>	<b>92.9%</b>

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## Statement of Financial Activities

	2023 Q3	2023 Budget	2023 YTD / 2023 Budget \$	2023 YTD / 2023 Budget %
<b>EXPENDITURES</b>				
Salaries, Wages, Benefits	\$740,288.41	\$983,229.23	\$242,940.82	75.3%
Training and Development	\$23,076.50	\$23,500.00	\$423.50	98.2%
Contracted and General Services	\$615,363.21	\$790,027.04	\$174,663.83	77.9%
Materials, Goods, Supplies	\$88,779.32	\$111,851.00	\$23,071.68	79.4%
Utilities	\$138,237.01	\$165,230.00	\$26,992.99	83.7%
Tangible Capital Assets	\$339,089.39	\$438,249.00	\$99,159.61	77.4%
Transfers to Other Govts	\$37,797.50	\$98,724.00	\$60,926.50	38.3%
Trans. To Local Boards, Agencies	\$87,521.20	\$197,516.82	\$109,995.62	44.3%
Bank Charges, Interest	\$3,459.42	\$3,500.00	\$40.58	98.8%
Provision for Allowances	\$7,069.27	\$3,900.00	(\$3,169.27)	181.3%
Interest on Long-term Debt	\$49,443.93	\$41,637.00	(\$7,806.93)	118.7%
Operating Transfer to (from) Reserves	\$0.00	\$0.00	\$0.00	0.0%
Operating Transfer to (from) Capital	\$10,000.00	\$10,000.00	\$0.00	100.0%
Amortization	\$580,890.00	\$580,890.00	\$0.00	100.0%
Requisitions	\$248,575.59	\$317,120.28	\$68,544.69	78.4%
<b>Total Expenditures</b>	<b>\$2,969,590.75</b>	<b>\$3,765,374.37</b>	<b>\$795,783.62</b>	<b>78.9%</b>
Add Cash Required for Local Improve. Chg.	\$17,757.49	\$17,758.00	(\$0.51)	
Less Cash Required for Debenture Principal	\$40,252.50	\$80,505.00	\$40,252.50	
Add Amortization Not Funded	\$580,890.00	\$580,890.00	\$0.00	
<b>Net of Revenues, Expenditures, Cash Requirements</b>	<b>\$459,291.62</b>	<b>-\$158,907.69</b>	<b>\$618,199.31</b>	

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**TOWN OF ECKVILLE**  
**2023 OPERATING PROJECTS AND CAPITAL INVESTMENT PLAN SPEND**

Council/Administration Description	Actual	Commitments	Estimated At Completion	Budget	FUNDING SOURCE															
					Current Operating	MSI	FGTF	Grants Fed Prog    Prov Prog		Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL					
Council Education	\$0.00	\$3,000.00	\$3,000.00	\$3,000		\$3,000														\$3,000
IT Costs	\$0.00	\$25,000.00	\$25,000.00	\$25,000		\$25,000														\$25,000
Governance	\$0.00	\$5,000.00	\$5,000.00	\$5,000		\$5,000														\$5,000
Public Health	\$0.00	\$8,375.00	\$8,375.00	\$8,375		\$8,375														\$8,375
Police	\$0.00	\$10,000.00	\$10,000.00	\$10,000		\$10,000														\$10,000
<b>Total Administration</b>	<b>\$0.00</b>	<b>\$51,375.00</b>	<b>\$51,375.00</b>	<b>\$51,375</b>	<b>\$0</b>	<b>\$51,375</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,375</b>
FUNDING SOURCE																				
Common Services Description	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog    Prov Prog		Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL					
Fire Dept Reserve	\$10,000.00	\$0.00	\$10,000.00	\$10,000	\$10,000										\$10,000					
Fire Dept Storage	\$7,400.00	\$0.00	\$7,400.00	\$10,000									\$7,400	Fire	\$7,400					
Fire Dept Equipment	\$0.00	\$18,500.00	\$18,500.00	\$18,500					\$9,250				\$9,250	Fire	\$18,500					
<b>Total Common Services</b>	<b>\$17,400.00</b>	<b>\$18,500.00</b>	<b>\$35,900.00</b>	<b>\$38,500</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,650</b>		<b>\$35,900</b>					
FUNDING SOURCE																				
Roads, Streets and Walks Description	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog    Prov Prog		Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL					
Ice Breaker	\$34,749.00	\$0.00	\$34,749.00	\$34,749		\$34,749									\$34,749					
Street Repairs	\$0.00	\$0.00	\$0.00	\$65,000											\$0					
Concrete Replacement	\$105,441.88	\$0.00	\$105,441.88	\$50,000			\$105,442								\$105,442					
Skid Steer & Attachments	\$115,016.00	\$0.00	\$115,016.00	\$150,000		\$65,016				\$50,000					\$115,016					
Misc Equipment	\$14,811.93	\$0.00	\$14,811.93	\$30,000		\$14,812									\$14,812					
<b>Total Roads, Streets and Walks</b>	<b>\$270,018.81</b>	<b>\$0.00</b>	<b>\$270,018.81</b>	<b>\$329,749</b>	<b>\$0</b>	<b>\$114,577</b>	<b>\$105,442</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,019</b>					
FUNDING SOURCE																				
Water Description	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog    Prov Prog		Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL					
WTP Upgrade Additional	\$0.00	\$0.00	\$0.00	\$50,000	\$0										\$0					
<b>Total Water</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					

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**TOWN OF ECKVILLE  
2023 OPERATING PROJECTS AND CAPITAL INVESTMENT PLAN SPEND**

Wastewater Description	Actual	Commitments	Estimated At Completion	Budget	FUNDING SOURCE												
					Current Operating	MSI	FGTF	Grants Fed Prog	Prov Prog	Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL		
Lagoon Aeration Project	\$39,748.08	\$0.00	\$39,748.08	\$0		\$39,748											\$39,748
Wastewater Infiltration Project	\$0.00	\$0.00	\$0.00	\$20,000		\$0											\$0
Wastewater Project	\$0.00	\$0.00	\$0.00	\$20,000		\$0											\$0
<b>Total Wastewater</b>	<b>\$39,748.08</b>	<b>\$0.00</b>	<b>\$39,748.08</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$39,748</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,748</b>
Community and Agriculture Services Description	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog	Prov Prog	Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL		
Curling Rink Contribution- Operating	\$0.00	\$10,000.00	\$10,000.00	\$10,000		\$10,000										\$10,000	
Community Center Contribution- Operating	\$0.00	\$10,000.00	\$10,000.00	\$10,000		\$10,000										\$10,000	
<b>Total Community and Agriculture Services</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>	
Culture Description	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog	Prov Prog	Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL		
Library/Museum Concept Drawings	\$2,822.50	\$600.00	\$3,422.50	\$10,000									\$3,423	Library/Museum	\$3,423		
<b>Total Recreation/Parks</b>	<b>\$2,822.50</b>	<b>\$600.00</b>	<b>\$3,422.50</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,423</b>		<b>\$3,423</b>		
TOTAL OPERATING AND CAPITAL PROJECTS	Actual	Commitments	Estimated At Completion	Budget	Current Operating	MSI	FGTF	Grants Fed Prog	Prov Prog	Other	Sale/Cont of Assets	Borrowing	Restricted Surplus	Restricted Surplus	TOTAL		
	\$329,989.39	\$90,475.00	\$420,464.39	\$539,624	\$10,000	\$225,700	\$105,442	\$0	\$0	\$9,250	\$50,000	\$0	\$20,073		\$420,464		
TOTAL MSI OPERATING	\$0.00	\$71,375.00	\$71,375.00	\$91,375		\$71,375										\$71,375	
TOTAL RESERVE TRANSFERS	\$10,000.00	\$0.00	\$10,000.00	\$10,000	\$10,000											\$10,000	
TOTAL CAPITAL	\$319,989.39	\$19,100.00	\$339,089.39	\$438,249	\$0	\$154,325	\$105,442	\$0	\$0	\$9,250	\$50,000	\$0	\$20,073		\$339,089		

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Mtg. Date Nov 27, 2023  
Agenda Item 9.1

## HIGHLIGHTS OF THE REGULAR COUNCIL MEETING NOVEMBER 14, 2023

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### **BYLAW NO. 1397/23 PUBLIC HEARING**

A public hearing was held for Bylaw No. 1397/23. Bylaw No. 1397/23 is a bylaw of Lacombe County to adopt the Southeast Bentley Area Structure Plan. Following the public hearing, Bylaw No. 1397/23 was given second reading. Council will give consideration to third reading of Bylaw No. 1397/23 at their November 23, 2023 regular meeting.

### **PLANNING SERVICES LONG-RANGE PLANNING PROGRAM**

Council approved the Planning Services 2024-2026 Long Range Planning Program.

### **AUC INQUIRY ON ELECTRICITY DEVELOPMENT PROJECTS**

Council will provide input into an inquiry by the Alberta Utilities Commission (AUC) regarding the approval process for electricity generation requirements.

### **POLICY RC(10) FUNDING APPLICATIONS**

Council approved 2024 funding applications for Policy RC(10) Operating Support of Historical, Cultural, Tourism, and Visitor Information Facilities and Services, as follows:

- \$16,995.00 for Mirror and District Museum Association
- \$4000.00 for Alix Wagon Wheel Museum Association
- \$10,000.00 for Bentley Museum Society
- \$10,000.00 for Blackfalds and Area Historical Society
- \$2,266.00 for Eckville and District Historical Society
- \$41,272.30 for Lacombe and District Historical Society
- \$60,000.00 for Lacombe Regional Tourism and Marketing Association.

### **BRIDGE FILE 1091 REPAIRS**

Bridge File 1091, northeast of Tees, received significant damage on September 23, 2023 as a result of being struck by a vehicle.

The County Manager was authorized to engage a qualified contractor to complete repairs to Bridge File 1091 in the amount of \$109,120.00, to be funded from the Bridge Reserve. Any funds from insurance proceeds related to the damage to Bridge File 1091 will be directed to the Bridge Reserve.

### **VILLAGE OF ALIX/LACOMBE COUNTY INTERMUNICIPAL DEVELOPMENT PLAN (IDP) PROPOSED UPDATES**

Proposed changes to the Village of Alix/Lacombe County IDP received Council endorsement. A meeting to seek public input regarding the proposed changes to the Village of Alix/Lacombe County IDP will be held on January 9, 2023 at 6:00 p.m. at the Alix Community Hall.





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### **ANDERSON PARK BOAT LAUNCH REVIEW**

In follow-up to a resolution of Council in November 2018 whereby the discussion regarding a boat launch at Anderson Park was deferred for a five-year period, Council reviewed potential layout options and cost estimates for a boat launch at Anderson Park.

It was determined, by resolution of Council, that any work on the development of a boat launch at Anderson Park be further deferred until such time as Council deems that additional access to Gull Lake is required.

### **AGRICULTURAL SERVICES BOARD MEETING RECOMMENDATIONS**

Council approved the following recommendations from the October 18, 2023 Lacombe County Agriculture Service Board meeting:

- That the Clive Seed Cleaning Cooperative report be received for information.
- That the Lacombe County 2024 Budget include funding for the purchase of Spring and Fall Road Safety Signage.
- That the input from the Agricultural Service Board regarding the 2024 agricultural extension activities be received for information.
- That the 2023 Seasonal Agriculture Operations update be received for information.
- That the 2023 ASB Resolution Report Card be received for information.
- That Lacombe County continues with the Farm Family Award.
- That the Alberta Transportation and Economic Corridors Vegetation Management Plan Report be received for information.
- That the Agricultural Services Board Position Statement Information Item be received for information.
- That the East Central Review Wild Boar article be received for information.
- That the information regarding the 2023 Central Region Agricultural Service Board Conference.

### **REQUEST FOR ROAD CLOSURE AND SALE – ROAD PLAN 1756 CO**

Road Plan 1756 CO is a road diversion within the Pt. NW 33-41-22 W4M. Daniel Hucal is requesting the closure and sale of Road Plan 1756 CO so it can be consolidated with his property. The proposal was circulated to interested parties for comment; there was no response from adjacent landowners, or Chain Lakes Gas Co-op Ltd. Battle River Power Coop responded that they have no concerns with the road closure.

By resolution of Council, the closure of Road Plan 1756 CO was approved. To complete the road closure process, the request will be forwarded to Alberta Transportation for approval and then registered with Land Titles.

### **PROPERTY TAX LATE PAYMENT PENALTY CANCELLATION REQUEST**

A motion that Lacombe County cancel the \$74.63 late payment penalty on tax account #4022503509 did not receive Council approval.

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**CLIVE ATHLETIC AND AGRICULTURAL SOCIETY**

Council received a presentation by representatives of Clive School and the Clive Athletic and Agricultural Society regarding a request for funding for the construction of a new playground at Clive School as well as a general update on the fundraising efforts of the Clive Athletic and Agricultural Society.

**LACOMBE REGIONAL TOURISM**

Council was provided with a presentation highlighting the services and operations of Lacombe Regional Tourism.

**Next Regular Council Meeting is  
November 23, 2023 – 9:00 a.m.**

**Next Committee of the Whole Meeting is  
December 5, 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](http://www.lacombecounty.com)) after approval.**

Dear Mayor Ebden,

my name is Sullivan Lutz  
/ I'm 9 years old and I live  
in Eckville.

I am writing to you to  
make a suggestion  
for an addition to  
town.

It would be cool to have  
a dirt pump track for BMX  
and mountain bikes.

This would give kids and  
grown ups something fun to do  
in town and bring visitors.

My mom's phone number is

403 896 1382. Please call  
to talk - I have ideas for  
construction and location  
thank you, Sullivan Lutz.



# We make house calls.

Mtg. Date Nov 27 2023  
Agenda Item 9.3

Pick what you want, when and where you want with the EOEP's on-site program. The Elected Officials Education Program will come to your municipality on your schedule and deliver the topic that meets your needs. Invite your neighboring communities to learn together, network and share costs.

Contact the Registrar today to book your on-site course.

780-989-7431 | registrar@eoep.ca

**eoep** elected officials  
education program

**eoep** elected officials  
education program

## EOEP's on-site program offers:

### Flexibility

- Choose your time, date, and location
- Select the course that matters most to you
- Host on your own or invite your peers

### Cost effective

- Host in your community and eliminate travel costs

### Networking Opportunity

- Invite neighbouring municipalities and showcase your community

“ - PARTICIPANTS SAY -  
The EOEP courses are fantastic!  
The programs offered by EOEP  
will continue to be important for  
our Council and administration.  
We look forward to continuing  
the relationship with EOEP. ”

- Kananaskis ID

780-989-7431 | registrar@eoep.ca | www.eoep.ca

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**This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.**

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 10, 2023

## **Municipal Government Act (MGA) Councillor Accountability Review**

The Government of Alberta wants your input on municipal councillor accountability related to legislation under the *Municipal Government Act*.

This confidential survey is collecting feedback regarding the Municipal Government Act as it relates to councillor accountability. The *Municipal Government Act* provides the legislative framework supporting councillor accountability once they're elected. Your input will be used to inform decisions regarding:

- Municipal councillor training requirements
- Allowing a council to meet in private
- Authority to remove a councillor
- Disclosures by a municipal councillor, including conflicts of interest
- Disqualification rules for municipal councillors
- Municipal councillor recall thresholds.

The survey will take 10 to 15 minutes to complete and closes December 6, 2023.

All fields marked with an asterisk (\*) are required.

### **Your privacy is important**

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Municipal Government Act (councillor accountability), as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

## Councillor Training

Section 201.1 of the Municipal Government Act requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking oath. This is intended to ensure a councillor is informed of their responsibilities and the mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. **Attending orientation training offered by the municipality should be mandatory for all councillors.\***
  - Strongly disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly agree
  - Don't know

## Allowing Council Meet in Private

Section 193 of the Municipal Government Act (MGA) requires that when council meets, they do so at pre-scheduled meetings. Sections 197 and 198 of the MGA establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed.

Allowing a council to meet with more flexibility reduces red tape and increases efficiency of public meeting time by allowing councillors to discuss broad strategic issues in another forum. It also provides an avenue to address interpersonal dynamics with greater privacy.

The legislation currently allows the councils to have in-camera meetings, this option will continue to be available for any matters requiring a closed meeting. All decisions of council will still need to be made in a scheduled meeting that is advertised and allows participation of all councillors and the public.

2. **Municipal councils should have the ability to meet in private outside of scheduled council meetings.\***
  - Strongly disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly agree
  - Don't know
3. **There should be limitations on what councils can discuss in private meetings.\***
  - Disagree
  - Neutral
  - Agree

*If the responder selects "agree" in the previous question, the following question is added:*

4. **What should those limitations include?**
  - Comment box
5. **What other rules could be considered for private council meetings?**
  - Comment box

## Authority to Remove a Councillor

Consistent with the principle of local accountability, and out of respect for the role and responsibility for voters, councils, appeal boards and the courts, the Municipal Government Act (MGA) does not give the Minister of Municipal Affairs significant authority to directly intervene in municipal decisions, except in very specific circumstances.

Section 602.39 of the MGA provides the Minister of Municipal Affairs with the authority to remove a councillor only in very specific circumstances, and after specific legislated processes related to a municipal inspection or inquiry have taken place. A municipal inspection is a comprehensive process that closely examines the management, administration, and operation of the municipality. A municipal inquiry is a quasi-judicial process that can be used to examine the same matters as an inspection, depending on the circumstances.

In practice, due to the principles of natural justice, this process takes 12 –18 months to complete.

- 6. The current process for dismissing a municipal council or a councillor needs to be changed.\***
- Yes
  - No
  - Don't know

## Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population of the ward or municipality. These signatures must be collected within 60 days.

However, this threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

- 7. Are you familiar with the new municipal recall legislation?\***
- Not at all familiar
  - Somewhat familiar
  - Moderately familiar
  - Very familiar
- 8. The threshold of a municipal recall petition should be based on:\***
- Percentage of all eligible voters in the municipality or ward (currently 40 per cent)
  - Percentage of eligible voters who voted in the previous municipal election
  - Varied based on the municipality's population size
  - Don't know
  - Other (Please specify)
- 9. What percentage should it be?**  
*[The nature of this question changes to match the selection made in the previous question.]*
- Comment box

**10. Are there any other measurements that could be considered as a threshold for a municipal recall petition?**

- Comment box

## **Clarifying Conflicts of Interest**

The Municipal Government Act requires councillors to disclose when they, or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, a zoning or other land use related bylaw that may benefit the councillor or their family.

A councillor must vote in any meeting they're in attendance and they are not permitted to abstain from the vote, unless it is due to a financial conflict of interest. A municipality may by bylaw require a councillor to proactively disclose business interests.

**11. Councillors should be required to abstain from voting in situations that present non-financial conflicts of interest.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**12. Besides financial conflicts of interest, what other situations may create conflicts of interest for municipal councillors?**

- Comment box

## **Disclosure by Council Candidates**

Sections 171 and 172 of the Municipal Government Act (MGA) allow municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. This is to ensure that councillors and residents are aware of any potential financial conflicts of interest that may occur in the future.

Under section 174, failure to do so can result in councillor disqualification. The MGA does not have any rules for what candidates for council must disclose. The Local Authorities Election Act provides financial disclosure rules for candidates about what financial information must be disclosed after the election.

**13. Disclosure of business interests should be mandatory for all council candidates prior to an election.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[Business interests mean shareholder status, including each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer, each distributing corporation in which the councillor beneficially owns voting



shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and each partnership or firm of which the councillor is a member.]

**14. Prior to an election, should council candidates should be required to disclose any additional information related to:\***

- Criminal history
- Disciplinary records from a professional association
- Business interests, including ownership
- Shareholder status
- None of the above
- Other (please specify)

## **Disqualification Rules for Councillors**

Section 174 of the Municipal Government Act (MGA) provides criteria for councillor disqualification, such as:

- A councillor not being eligible for nomination as a candidate,
- Failing to file the disclosure statement as required under in the Local Authorities Election Act,
- Absent from all council meetings for eight consecutive weeks, or
- Taking a position as judge of a court, a member of the Senate or House of Commons.

[Currently, the MGA requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays and costs for taxpayers.]

**15. A councillor's seat should automatically become vacant if they are disqualified.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[This would require a councillor to dispute their disqualification in the courts instead of the public taking them to court. This would also trigger a by-election for the vacant seat, unless the vacancy occurs six months before a general election or council consists of six or more councillors (see Section 162 and 163 of the Municipal Government Act (MGA) for more information).]

## **About You**

**16. What are first three characters of your postal code?\***

- Comment box

**17. What best describes the municipality that you live in?\***

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Metis Settlement

**18. What best describes your role?\***

- Albertan with an interest in this topic

- Municipal elected official
- Municipal administrator

**19. What is your age?\***

- Under 18 year old
- 18 - 24 years old
- 25 - 34 years old
- 35 - 44 years old
- 45 - 54 years old
- 55 - 64 years old
- 65 - 74 years old
- 75 - 84 years old
- 85 years or older
- Prefer not to answer

# Local Authorities Election Act

## Discussion Guide

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### Preamble

Municipal Affairs is exploring potential legislative amendments to strengthen integrity and public trust in local elections. Building upon the consultation done in 2022, Municipal Affairs is further engaging on additional topics to strengthen the *Local Authorities Election Act (LAEA)*.

### Background

The *LAEA* establishes the framework for local elections in the province, which includes municipalities and school boards. In 2021, the *LAEA* was used by 332 municipalities and 60 school boards to run both municipal and school board elections involving more than 3,700 candidates province-wide. Local general elections occur every four years, with the next general elections taking place in October 2025.

The *LAEA* governs processes and procedures for election workers, voters, and candidates. It sets out procedures for the nomination period, the election, and the post-election period. It also includes provisions regulating campaign finances, third party advertising, and the role of the Chief Electoral Officer of Alberta in local elections.

Following the 2021 municipal election, Municipal Affairs engaged with stakeholders to examine changes to the *LAEA* related to election integrity and procedural streamlining. Municipal Affairs is continuing these conversations to strengthen local elections legislation.

The following discussion guide is to be used during the stakeholder sessions. The questions below build on the past engagement and seek to clarify and elicit advice on additional areas including: electors' privacy and elector lists, postponement of elections, municipal political parties, and third party advertising.

### Purpose

A review of the *LAEA* occurs after every municipal general election. Furthermore, a review of the *LAEA* is a commitment identified in the Minister of Municipal Affairs' mandate letter: "In collaboration with the Minister of Justice, reviewing the *Local Authorities Election Act*, and making recommendations for any necessary amendments to strengthen public trust in and the integrity of our municipal election laws."

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and providing all Albertans an opportunity to submit feedback on key policy challenges (identified in the Scope section of this document). Feedback gathered will be summarized and used to:

- identify opportunities to strengthen local authority elections;
- highlight gaps in legislation that may contribute to an erosion of public trust; and
- inform the development of legislative proposals for consideration by the Minister.

## Scope

### In Scope

- Proof of Elector Eligibility (vouching)
- Requirement to prepare list of electors
- Rules for postponement of a local election during a natural disaster or other unforeseen circumstances
- Political parties at the municipal level
- Rules for advance polling, including the ability to vote outside of the elector's jurisdiction
- Judicial recount for elections using tabulators
- Special ballots criteria
- Rules and criteria for mayoral runoffs
- Protection of electors' personal information
- Reporting rules for third party issue advertising (e.g. plebiscites)
- General clarification of current election rules and procedures

### Out of Scope

- Changes to voter age
- Changes to voter eligibility (including permanent residents)
- Removing third party advertising and finance rules
- Provincial Senate votes and provincial referenda votes
- Online voting

## Discussion Questions

### Proof of Elector Eligibility

The *LAEA* outlines requirements for proof of eligibility for an elector. Electors must have proper identification. Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the *Election Act*. Identification requirements may also be established by the municipality, by bylaw, to verify an elector's name and address.

The *LAEA* also outlines stipulations regarding attesting and vouching for an elector without proper identification. Attesting is the act in which another elector can vouch on behalf of an elector who does not have proper identification.

1. Should the *LAEA* be amended to remove the ability for another elector to vouch on an elector's behalf?
2. Are there any challenges with the current *LAEA* voter identification requirements?

[Proof of elector Eligibility List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Elector List

Currently under section 50 of the *LAEA*, local authorities are granted the ability to prepare a list of electors via bylaw. The *LAEA* stipulates that the elected authority must conduct an enumeration of electors to create the list of electors. Elections Alberta maintains a list of electors for provincial elections and may provide this information to municipalities for local elections.

1. Should Elections Alberta be required to share a voter list for local elections?
2. Should municipalities be required to create a municipal list of electors for local elections based on the provincial voter registry?
3. What would be the implications if a list of electors were required for local elections?
  - a. What are the pros and/or cons of requiring or using an elector list?
4. Should candidates have access to the municipal list of electors upon request with individual names and personal information? Why or why not?

[Elector List | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point caused concern among authorities and candidates about access to voting stations.

1. Should elections be postponed in the case of unforeseen circumstances?
2. What considerations should be taken into account for the postponement of an election?

[Rules for Election Postponement in Case of Unforeseen Circumstances | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Political Parties

There are no *LAEA* provisions prohibiting a candidate or councillor from being part of an organization such as a political party. The *LAEA* provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order. Accordingly, the *LAEA* does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

1. Should the *LAEA* be amended to allow political party affiliation to be listed on the electoral ballot?
  - a. What are the pros/cons, opportunities and issues related to this?

2. If political parties are permitted, should they follow the same financial disclosure rules as provincial political parties?

[Political Parties | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Advance Voting**

Any municipality with a population over 5,000 must allow for an advance vote period. That period cannot be held within 24 hours of the general election day, and the actual days and hours are set by the returning officer.

1. Are there any issues with the current rules for advance voting?
2. Should electors have the ability to cast a vote at a polling station outside of their ward or municipality?

[Advance Voting | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Special Ballots**

Special ballots, commonly known as mail-in voting, allow an elector to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot, an elector must have a physical disability, be absent from the local jurisdiction, or be working at a polling station on election day other than that of their place of residence.

1. Should the criteria for special ballots be removed or expanded?
  - a. If expanded, what other criteria could be used for special ballots?

[Special Ballots | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Runoff Elections for Chief Elected Officials**

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots. Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official is elected at large, rather than selected by council.

1. Would a runoff election lead to a stronger and more accountable local electoral system?
2. What are the pros and/or cons of a runoff election?

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[Discussion Guide – Local Authorities Election Act](#)

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3. Are there any issues or opportunities that exist with adopting this system of election for chief elected officials?
4. If a runoff election system was adopted, should it apply to all municipalities that elect their chief elected official, or only a subset of those municipalities (e.g. population, municipal type, etc.)

[Runoff Elections for Chief Elected Officials | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

## Revisiting Prior Discussion Topics from 2022

### **Elector Privacy (Protecting voters)**

Through prior engagement, stakeholders were asked their opinions regarding “objecting to an individual who has shown up to vote”. Allowing candidates, their scrutineers, or their official agents the opportunity to object to electors had some support from respondents. The rationale provided was to ensure accountability and an opportunity to discourage fraudulent voters. The responses also indicated a need for further discussions on this topic.

1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote? Please explain your answer.

[Elector Privacy \(Protecting voters\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Third Party Advertisers**

Third party advertisement is an important aspect of the election process. The participants in the engagement sessions, and the written feedback, were in agreement that Third Party Advertisers (TPAs) involved in advertising for or against an issue on a ballot (e.g. plebiscite), should be required to register. Respondents to the survey also indicated a need for more clarity on definitions of some of the terms (such as “promoting”, “issues”, and “influence” etc.), the provision of guidelines, and addressing any impacts on transparency of legislative changes relating to TPAs. Stakeholders also supported that issues-based TPA campaigns should follow the same financial rules as candidate-based TPAs.

1. Should issues-based TPAs follow the same financial obligations and regulations as candidate-based TPAs?

[Third Party Advertisers | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Ballot Recounts for Elections Using Tabulators**

Section 84(1) of the *LAEA* enables an elected authority to, by bylaw, provide for the taking of the votes of electors by means of voting machines, vote recorders or automated voting systems (note: this does not include

online computer voting). Section 84(3) states that a judicial recount is not available for votes collected by voting machines, vote recorders or automated voting systems including tabulators.

1. Should elections conducted with electronic voting equipment be eligible for judicial recount, whereby the judge can determine how to recount ballots?

[Ballot Recounts for Elections Using Tabulators | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

*A What We Heard document is attached from our summer 2022 engagement. If you have any additional comments on these topics, please email us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).*

*The Engagement HQ idea board links will be accessible until October 31, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) by November 17, 2023.*

*In addition, your feedback may be sent through the survey which will be available online in November 2023.*



**This document is a copy and paste of the Government of Alberta's online survey that was launched on November 7, 2023.**

<https://www.alberta.ca/local-elections-and-councillor-accountability-engagement>

Content sourced on November 7, 2023

## Local Authorities Election Act

The Government of Alberta wants your input on the Local Authorities Election Act.

This confidential survey is collecting feedback related to the Local Authorities Election Act (LAEA) that provides the legislative framework for municipal and school board elections. Municipalities include cities, towns, villages, summer villages, counties, municipal districts, and specialized municipalities. Metis Settlements and Irrigation Districts also rely on the LAEA to conduct their elections. Some questions refer to municipality, however these changes may also apply to school boards, Metis Settlements and Irrigation Districts.

Your input will be used to inform decisions regarding:

- Voter eligibility
- Voter list
- Political parties
- Advance voting
- Runoff elections for Chief Elected Officials

**The survey will take 10 to 15 minutes to complete and closes December 6, 2023.**

All fields marked with an asterisk (\*) are required.

### Your privacy is important

The views or opinions you provide, as well as the personal information about you, are protected by the Freedom of Information and Protection of Privacy (FOIP) Act. We are collecting this information to help inform decisions about the Local Authorities Election Act, as authorized by Section 33(c) of the FOIP Act. We will not use or disclose your personal information for any other purpose without your written consent or unless required to do so by law.

If you have questions about how we collect or use your information, contact the FOIP Coordinator, Service Alberta and Red Tape Reduction at 10405 Jasper Avenue, Edmonton, Alberta, T5J 3N4 by calling 310-0000 or by emailing [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

Please do not submit responses that include personal information about other people.

## Advance Voting

Currently, any municipality with a population over 5,000 must allow for an advance voting period for municipal elections. That period cannot be held within 24 hours of the general election day. The returning officer (the person who is in charge of the election for the municipality) sets the actual days and hours for the advance voting period.

**1. Have you used advance voting in a previous municipal election?\***

- Yes
- No

*If the responder selects "yes" in the previous question, then the following question is added:*

**2. How was your experience with advance voting?**

- Very poor
- Poor
- Acceptable
- Good
- Very good

**3. In my opinion, the opportunity for advance voting in municipal elections is:\***

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

**4. During advance voting, voters should be able to cast their vote at a polling station outside of their ward or municipality.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

[In large municipalities, such as the City of Edmonton, a registered voter in Edmonton may vote outside of their ward during advance voting.]

## Voter List

Currently under section 50 of the Local Authorities Election Act (LAEA), local authorities are granted the ability to prepare a list of voters via bylaw. The LAEA stipulates that the elected authority must conduct an enumeration of voters to create the list. Elections Alberta maintains a list of voters for provincial elections and may provide this information to municipalities for local elections.

Voter lists may include individual names and personal information (e.g., residential address, telephone number, gender, birth date, public or separate school resident). Section 50 of the LAEA requires a returning officer to provide a candidate of the list upon request following the close of the nomination period.

5. If there is a municipal voter list, candidates should be able to request access to a redacted list (personal information is removed).\*
- Strongly disagree
  - Disagree
  - Neutral
  - Agree
  - Strongly agree
  - Don't know

### Rules for Election Postponement in Case of Unforeseen Circumstances

Natural disasters and other unforeseen circumstances can affect elections. The province of Alberta has been affected by wildfires, floods, snowstorms and tornadoes, all of which have at some point concerned authorities and candidates about access to voting stations.

This would only apply to the jurisdiction(s) that are experiencing the unforeseen circumstance. For example, due to a flood or wildfire, a municipality may have to evacuate their citizens, which could affect their municipal election.

6. In the case of unforeseen circumstances, affected municipalities or wards should be able to postpone their local elections.\*
- Disagree
  - Neutral
  - Agree

*If the responder selects "agree" in the previous question, then the following question is added:*

7. Under what circumstances should a local election be allowed to be postponed?
- [Comment box]

### Political Parties

There are no provisions in the Local Authorities Election Act (LAEA) prohibiting a candidate or councillor from being part of an organization such as a political party. The LAEA provides strict parameters for the contents of ballots to elect candidates. The ballot must only contain the name of each candidate arranged alphabetically by surname, or if approved by bylaw, in a randomized order.

Accordingly, the LAEA does not permit a political affiliation or endorsement to be included on a ballot. The Act also does not contain provisions addressing financial reporting and accountability measures for these organizations.

8. The electoral ballot should be amended to allow political parties to be listed by municipal candidates.\*
- Strongly disagree
  - Disagree
  - Neutral
  - Agree

- Strongly agree
- Don't know

*If the responder selects "agree" or "strongly agree" on question 7, the following question is added:*

**9. Political parties at the municipal level (if permitted) should be required to follow the same financial rules as provincial political parties.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**10. Could there be any issues or challenges with listing political parties on the electoral ballot for local elections?**

- [Comment box]

### **Proof of Voter Eligibility**

The Local Authorities Election Act (LAEA) outlines requirements for proof of eligibility for a voter. Electors must have proper identification. The LAEA also outlines attesting and vouching for a voter without proper identification. Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.

Voter identification requirements are one piece of identification issued by a federal, provincial, or local government that contains a photograph of the person, the person's name and the address of the person's residence; or one piece of identification authorized by the Chief Electoral Officer under the Election Act. Identification requirements may also be established by the municipality, by bylaw, to verify a voter's name and address.

**11. Have you vouched or attested for another voter in a municipal election?\***

- Yes
- No

[Attesting is the act in which another voter can vouch on behalf of a voter who does not have proper identification.]

*If the responder selects "yes" in the previous question, then the following question is added:*

**12. How was your overall experience vouching for another voter? Please elaborate:**

- [Comment box]

**13. A voter's ability to attest or vouch for another voter should be removed from the Local Authorities Election Act.\***

- Disagree
- Neutral
- Agree

*If the responder selects "agree" in the previous question, then the following question is added:*

**14. Why should the ability to attest or vouch be removed? \***

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- [Comment box]

## Special Ballots

Special ballots, commonly known as mail-in voting, allow a voter to vote who would otherwise not be able to attend a polling station on election day. To be eligible to vote by a special ballot under the LAEA, a voter must have:

- a physical disability,
- be absent from the local jurisdiction, or
- be working at a polling station on election day other than that of their place of residence.

### 15. Have you used a special ballot in a previous municipal election?\*

- Yes
- No

*If the responder selects "yes" in the previous question, then the following question is added:*

### 16. How was your overall experience voting by special ballot? Please elaborate:

- [Comment box]

### 17. In my opinion, the option to vote via special ballot in municipal elections is:\*

- Not at all important
- Not important
- Neutral
- Important
- Very important
- Don't know

### 18. Special ballot criteria should be removed so any registered voter can choose to vote by special ballot.\*

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

## Runoff Elections for Chief Elected Officials

A runoff election system is a voting system used to elect a single winner who has more than a pre-established percentage of the votes. For example, this can be facilitated by rounds of voting or ranked ballots.

Under the two-round election system, the election process usually proceeds to a second round only if in the first round no candidate received a simple majority (more than 50%) of votes cast, or some other lower prescribed percentage. There are various methods to structure a runoff ballot.

The following questions relate only to municipalities where the chief elected official (including mayors and reeves) is elected at large, rather than selected by council.

**19. In a municipal election with more than three candidates for Mayor or Reeve, there should be a runoff election.\***

- Strongly disagree
- Disagree
- Neutral
- Agree
- Strongly agree
- Don't know

**20. What issues or challenges might exist with adopting a runoff election system for municipal Chief Elected Officials (Mayor or Reeve)?**

- [Comment box]

**21. What are the first three characters of your postal code?\***

- [Comment box]

**22. What best describes the municipality that you live in?\***

- Summer Village or Village
- Town or City (population less than 20,000)
- City (population of 20,000 or more)
- County or Municipal District
- Special Area or Improvement District
- Métis Settlement

**23. What best describes your role?\***

- Albertan with an interest in this topic
- Municipal administrator
- Municipal elected official
- None of the above

**24. Are you associated with any of the following groups?**

- School division
- Metis settlement
- Irrigation district

**25. What is your age?\***

# Municipal Councillor Accountability

## Discussion Guide

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### Preamble

Municipal Affairs is exploring potential legislative amendments to enhance accountability and public trust in locally elected officials. Building upon the consultation done in 2022, Municipal Affairs is further engaging with stakeholders and the public on additional topics to strengthen *Municipal Government Act (MGA)* provisions related to councillor accountability.

### Background

There are many requirements in the *MGA* that support councillor accountability, including a mandatory council code of conduct, councillor disqualification criteria, and requirements to disclose financial conflicts of interest.

In previous engagements, municipal stakeholders have raised concerns regarding unclear requirements, challenges with enforcement, and the inability to legislate against bad actors. The topics previously explored included council code of conduct, candidate eligibility, councillor disqualification, and ministerial authority to remove a councillor.

Municipal recall is a new tool for the public to hold councillors accountable as of April 24, 2023. The period for electors to initiate a recall petition will close on December 31, 2024, as the campaign period for the next general municipal election begins on January 1, 2025. Since recall legislation came into force, there have been six petitions initiated as of October 20, 2023. Of the four petitions, two have been completed with one of the two being successful.

### Purpose

Councillor behaviour has been identified as an ongoing issue by residents and municipal councils. From a lack of mandatory pre-election disclosure to behaviour on council there are limitations to the current suite of enforcement and corrective policy tools.

The engagement will focus on developing potential legislative amendments by engaging with municipal stakeholders and Albertans on key policy questions. Feedback gathered will be summarized and used to:

- identify opportunities to more effectively hold councillors and candidates accountable for unethical behaviour;
- highlight gaps in legislation that may contribute to an erosion of public trust in councils; and
- inform the development of legislative amendments for consideration by the Minister.

## Scope

### In scope

- Enhanced councillor accountability:
  - Disqualification rules for councillors;
  - Councillor training;
  - Disclosure by council candidates;
  - Allowing council to caucus in private;
  - Cabinet's authority to remove a councillor;
  - Clarifying financial conflicts of interest; and
  - Changes to recall legislation thresholds.

### Out of scope

- Candidate training;
- Rules for election campaign financing; and
- Requirement for a council code of conduct.

## Discussion Questions

### Disqualification Rules for Councillors

Section 174 of the *MGA* provides criteria for councillor disqualification, such as a councillor not being eligible for nomination as a candidate, failing to file the disclosure statement as required in the *Local Authorities Election Act (LAEA)*, absence from all council meetings for eight consecutive weeks, or taking a position as judge of a court, a member of the Senate or House of Commons.

The *MGA* currently requires a disqualified councillor to resign their seat voluntarily. If a disqualified councillor does not resign, the council or a member of the public must take them to court. The court process results in considerable delays as well as costs for taxpayers.

1. Should the *MGA* be amended to make a councillor's seat vacant upon disqualification, thus putting the onus on the councillor to make an application to court to dispute the disqualification?

[Disqualification Rules for Councillors | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### Councillor Training

Section 201.1 of the *MGA* requires municipalities to offer orientation training to each councillor within 90 days of the councillor taking the oath of office. This is intended to ensure a councillor is informed of their responsibilities and mandate of their role. However, it is not mandatory for the councillor to attend the orientation training.

1. Do you think it should be mandatory for councillors to attend orientation training?
  - a. If yes, should the training be made mandatory before a Councillor takes the oath, within 90 days of taking the oath (as in the current legislation) or at some other time?



### **Disclosure by Council Candidates**

Section 171 of the *MGA* allows municipalities to pass a bylaw that would require councillors to disclose information about family members, employers, or corporations the councillor may own or be a partner in. Section 172 of the Act sets out requirements for council members to disclose any pecuniary interest in any matter before council and to abstain from voting on any question relating to the matter. Under section 174, failure to follow the pecuniary interest requirements can result in councillor disqualification. The *MGA* does not have any rules for what candidates for council must disclose. The *LAEA* provides financial disclosure rules for candidates of what financial information must be disclosed after the election.

1. Other than financial information, what should candidates for municipal office disclose?
2. Should financial disclosure be mandatory for council candidates prior to an election?
3. Should council candidates be required to disclose other information that is not financial in nature?
4. Should financial disclosure be mandatory for all councillors?

[Disclosure by Council Candidates | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Allowing Council to Caucus in Private**

Section 193 of the *MGA* requires that when council meets, they do so at pre-scheduled meetings. Section 197 and 198 of the *MGA* establish that meetings must be open to the public and everyone has a right to attend. Any change to the schedule must include at least 24 hours notice to the public and any councillor who was not present at the meeting when the schedule was changed. Some commentators have suggested that councils should be able to caucus (meet) in private to discuss broad strategic issues in another forum, and this might also provide an avenue to address interpersonal dynamics with greater privacy. All decisions of council would still need to be made in an open public meeting.

1. Should councils have the ability to meet in private, beyond the current provisions for closed sessions?
2. Should there be limitations on what could be discussed in such meetings?

[Allowing Council to meet in Private \(outside scheduled meetings\) | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### **Minister's Authority to Remove a Councillor**

Section 602.39 of the *MGA* provides the Minister with the authority to dismiss a councillor. This can happen as the result of not following ministerial directives or orders following an inspection or a report of an official administrator. In practice, procedural fairness requirements create challenges for the Minister to provide timely decisions to remove a council or councillor.

1. Do you think that the current process of dismissing a council or councillor needs to be changed?
2. What other options are there for a more streamlined process to address instances of severely inappropriate councillor behaviour?

[Cabinet's Authority to Remove a Councillor | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### Clarifying Conflicts of Interest

The *MGA* requires councillors to disclose when they or their immediate family may have a financial interest in a decision before council. This could include votes on a subdivision or a development permit, or a zoning or other land use related bylaw that may benefit the councillor or their family.

1. Are there additional situations where a councillor may be considered being in a conflict of interest?
  - a. If yes, what additional provisions should be added to the *MGA*?

[Clarifying Conflicts of Interest | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### Changes to Recall Legislation

As of April 2023, municipal recall is a new tool that allows the public to hold councillors accountable. A petitioner must collect signatures from eligible voters that represent 40 per cent or more of the population as a whole within 60 days.

This threshold can be challenging to meet, especially in larger municipalities or in municipalities with a large number of residents who are not eligible to vote. In some cases, petitioners must solicit more signatures than the total voter turnout of the previous election. This makes the use of these provisions out of reach for some municipalities.

1. Should the threshold for a municipal recall petition be revisited, and if so, should it be:
  - a. based on percentage of total number of electors?
  - b. based on the percentage of electors who voted in the previous election?
  - c. tiered by population size?
  - d. Any other suggestions?

[Changes to Recall Legislation | Municipal Government Act \(MGA\)-Councillor Accountability And Local Authorities Election Act \(LAEA\) | Alberta Online Engagement](#)

### Revisiting Prior Discussion Topics from 2022

During the 2022 engagement sessions, the following topics were discussed:

- Strengthening code of conduct legislation;
- Simplifying the code of conduct investigation process and responsibility to investigate;
- Role of third party in investigating code of conduct Issue;
- Enforcement of code of conduct; and
- Provincial role in code of conduct disputes.

A summary document is attached from our 2022 engagement. If you have any additional comments on these topics, please email us at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca).

*The Engagement HQ idea board links will be accessible until October 27, 2023 to provide additional feedback. You may also submit your feedback by submitting it to the Municipal Affairs, Municipal Policy and Engagement, Engagement Team at [ma.engagement@gov.ab.ca](mailto:ma.engagement@gov.ab.ca) by November 17, 2023.*

*In addition, your feedback may be sent through the survey which will be available online November 2023.*