

**ALBERTA BEACH COUNCIL**  
**ROUND TABLE MEETING**  
**BEING HELD IN THE ALBERTA BEACH COUNCIL CHAMBERS**  
**AND BEING HELD ELECTRONICALLY VIA ZOOM MEETING**  
**MONDAY, APRIL 11, 2022 AT 2:00 P.M.**

**AGENDA**

- p. 2-4 1. RFD – Appreciation to 1<sup>st</sup> Responders Presentation
- p. 5-6 2. RFD – Main Beach Storm Outfall Project Grand Opening
- p. 7-18 3. Alberta Beach Museum – Heritage Park Lease Renewal
- p. 19-29 4. Council Procedure Bylaw/Council Code of Conduct Bylaw
- p. 30-37 5. 2022 Draft Budget
- p. 38 6. RFD – Council Professional Development Policy
- 7. Council Priorities
- 8.
- 9.
- 10.

# Alberta Beach

## RFD - Request for Decision

**DATE:** April 6, 2022  
**TO:** Alberta Beach Council  
**FROM:** Anita Theriault, Municipal Clerk

**TOPIC:** FIRST RESPONDERS PRESENTATION – APPRECIATION

**PROPOSAL/ACTION:**

Hold appreciation event for our First Responders.

Donuts, juice boxes, water, coffee for approximately 250 persons

Alberta Beach, S.V. Sunset Point & S.V. Val Quentin will be participating. Mayor Duncan will make a speech and will then ask the neighbouring villages if their Mayors would like to speak. Mayor Duncan will present each banner to AHS, RCMP and NWFR.

The students will be presenting cards to first responders.

Alberta Beach will have lifesaver token of appreciation gift for First responders. There will be tables' setup in front of school with tablecloths and balloons in the background.

**Date & Time**

**Date:** May 27<sup>th</sup> 2022

**Time:** 2:00 pm (45 minutes – 1 hour)

**Location:** Grasmere School

**COSTS/SOURCE OF FUNDING (if applicable):**

Coffee & Donuts – \$345.00 (25 dozen donuts + 4 crafts of coffee) Tim Hortons

Juice Boxes – 75.00 ( 160 Boxes)

Water - (3.99 /40) – 20.00 + enviro fee = 40.00 (160 bottles)

Decorations - 20.00

Lifesaver Token – 50.00

**Total: \$530.00**

**RECOMMENDED ACTION:** Request Council review and approve event and whether this be a cost share with S.V. of Val Quentin & S.V. of Sunset Point.

## First Responders Appreciation – Presentation

Date: May 27, 2022

Time: 2:00 pm

Location: Grasmere School

Spoke with Lynn at the school and 2 pm will work, we have approximately an hour to hold the event. Tables will be set up with table clothes, balloons and the banners will be there set up on the cement portion in front of doors where the presentation will be held. Children will be on the grass. A side table will be set up with donuts and refreshments.

Mayor Duncan will welcome all for coming and make a speech, and invite SVVQ & SVSSP to speak. Mayor Duncan will then present the banners to AHS, RCMP & NWFR. A small token from Alberta Beach will be given to each first responder that attends. The students also have cards to present to each division.

### Cost:

Tim Hortons Stony Plain – Coffee Donuts ( 25 dozen\4 crafts coffee) – 345.00 ( was given a discount)

Juice boxes / water – Costco - 115.00

Decorations / token gift 70.00

Total 530.00

**DRAFT**



# Invitation

**Council of Alberta Beach, Sunset Point and Val Quentin  
will be holding an Appreciation Ceremony  
to recognize and show our appreciation  
to our First Responders.**

**Friday, May 27, 2022  
2:00 P.M.  
at Grasmere School**

**Everyone is welcome to attend  
Come out to help recognize our amazing First Responders.**

# Alberta Beach RFD - Request for Decision

**DATE:** April 7 2022  
**TO:** Alberta Beach Council  
**FROM:** Anita Theriault, Municipal Clerk  
**TOPIC:** Main Beach Storm Outfall & Beach Enhancement Project – Grand Opening

**PROPOSAL/ACTION:**  
Hold grand opening of main beach to thank Province of Alberta – Municipal Stimulus Program \$121,009.00 (& MSI Funding), Lac Ste. Anne County – Sponsorship Grant \$25,000.00 + Recreation Funding for the beach \$10,000.00 and Stony Plain Co op – for donation of fencing.  
Ribbon cutting, cake & coffee, or BBQ, decorations, tent, thank you cards. 100<sup>th</sup> Anniversary T shirt or Hoodie could be given away with the thank you cards.  
**INVITE:**  
Lac Ste. Anne County Council  
S.V. Sunset Point Council  
S.V. Val Quentin Council  
MLA Shane Getson  
Community Groups  
Public  
Mayor Duncan will make a speech for the grand opening thanking the supporters and cut ribbon with delegates, also present the thank you cards and thank you gift. Staff will serve cake or BBQ

**Date & Time**  
**Date:**  
**Time:**  
**Location:** Main Beach  
**ADVERTISING:**  
Publish funding appreciation thank you in local papers.  
Advertise event in local papers.  
Post on social media, web site, and email community groups.  
**COSTS/SOURCE OF FUNDING (if applicable):**  
Cake & Donuts –  
Juice Boxes –  
Water -  
Decorations -  
Hoodies / T Shirt –  
BBQ -  
**Total:**

**RECOMMENDED ACTION:**  
Request Council review and approve event details (bbq or cake or both), give away gift and budget.

**Re: Alberta Beach Storm Outfall Project and Restoration of Main Beach Park**

The Alberta Beach Storm Outfall Project consisted of the replacement of outdated underground storm culverts and piping. This project is on a main drainage channel for storm water of both Alberta Beach and Lac Ste. Anne County lands which runs through the creek and ends on the public beach. The restoration of the park consisted of replacing the asphalt roadway, sidewalk, fencing and restoration of the park landscaping. Alberta Beach funded the initial project through the Municipal Stimulus Program which we had received in the amount of \$121,009.00. Lac Ste. Anne County approved a sponsorship grant in the amount of \$25,000.00. The project was also funded through Lac Ste. Anne County Recreation Grant for the public beach in the amount of \$10,000.00 and the balance of \$59,560.00 through the MSI Capital funding.

APPENDIX I

LEASE AGREEMENT

BETWEEN

THE SUMMER VILLAGE OF ALBERTA BEACH

and

THE ALBERTA BEACH AND DISTRICT MUSEUM AND ARCHIVES SOCIETY

THIS INDENTURE made in triplicate this 22 day of June, 1997, *LD*

BETWEEN:

THE SUMMER VILLAGE OF ALBERTA BEACH,  
a Municipal Corporation in the Province  
of Alberta (hereinafter called the Lessor)

OF THE FIRST PART

- and -

THE ALBERTA BEACH AND DISTRICT MUSEUM AND ARCHIVES SOCIETY  
(hereinafter called the Lessee)

OF THE SECOND PART.

WHEREAS the Lessee is a non-profit organization engaged in the pursuit of objectives which promote the general welfare of Alberta Beach and District;

AND WHEREAS the Lessor is the owner of lands situated in the Summer Village of Alberta Beach described as follows:

Riverlot Nineteen (19), Lac Ste. Anne Settlement.

AND WHEREAS the Lessee is desirous of leasing a portion of the said lands to erect and operate a recreation, historical and cultural facility.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

THAT in consideration of the matters hereinto for mentioned and of the rights, covenants and conditions hereinafter respectively reserved and contained by the Lessee to the respectively paid, observed and performed the said Lessor HATH DEMISED, and Leased and by these presents DOTH DEMISE AND LEASE unto the said Lessee all of the said lands described as follows:

All that portion of Riverlot Nineteen (19), Lac Ste. Anne Settlement, as shown in red on the attached plan, designated as Schedule A, consisting of .94 acres, (hereinafter referred to as the "leased premises").

FOR a term of Twenty-five (25) years to be computed from the day of June, 1997 and to be fully completed and ended on the day of June, 2022, at and for a yearly rental of One (\$1.00) Dollar to be paid on the day of June, of each and every year during the term hereof.

THE PARTIES HERETO hereby covenant and agree each with the other in the manner followed, that is to say:

THE LESSEE COVENANT WITH THE LESSOR AS FOLLOWS:

1. The Lessee will expend, of their own funds, sufficient amounts to erect a recreational, historical and cultural facility.



2. That the Lessee will be responsible to keep and maintain the leased premises in a reasonable state of repair. The Lessee will also be responsible for the care, maintenance, repair and control of the buildings and improvements located upon the leased premises.
3. The Lessee agrees to use the said land and buildings at all times solely for the purpose of recreational, historical and cultural activities in accordance with the declared character and purpose of The Alberta Beach and District Museum and Archives Society.
4. The Lessee agrees not to do or permit to be done upon the said lands nor in any buildings, structures or erections placed thereon, anything which may be deemed a nuisance or annoyance or anything which may be contrary to any Dominion of Provincial laws or regulations or to any of the by-laws of the Summer Village of Alberta Beach and without restricting the generality of the foregoing, to endeavour at all times to avoid annoyance or inconvenience to the residents in the vicinity of the leased premises by reason of any noise or activities likely to interfere with the quiet enjoyment of their premises by the neighbourhood residents.
5. The Lessee agrees not to assign or sub-let the leased premises or any part thereof without first obtaining the written permission of the Lessor so to do, provided that the foregoing shall not be interpreted as preventing the Lessee from renting the said building occasionally to organizations or individuals using the building for objects consistent with the general aims of the Lessee or for activities not otherwise objectionable to the Lessor and provided further that the Lessor's permission to assign or sub-let shall not be unreasonably withheld.
6. The Lessee agrees not to encumber or permit to be encumbered the land hereby demised by any liens, caveats, or in any other manner whatsoever provided that the Lessee may file a caveat protecting its interest under this lease.
7. The Lessee agrees to be incorporated in accordance with the terms of the Societies Act of Alberta.
8. The Lessee agrees not to create any improvements of the leased premises without the consent of the Lessor first had and obtained.
9. The Lessor agrees to place and maintain liability insurance for its operations carried on in connection with the leased premises, with a minimum of Two Hundred Thousand (\$200,000.00) Dollars coverage for property damage and personal injuries.
10. The Lessee covenants and agrees to indemnify and save harmless the Lessor from any claim, loss, cost or damage, however caused, resulting from the Lessee's use of the leased premises, or his failure to keep the leased premises in a reasonable state of repair.

AND IT IS FURTHER AGREED BETWEEN THE PARTIES HERETO:

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11. If any complaint is made to the Lessor by anyone residing in the vicinity of the leased premises with regard to any matters referred to in Paragraph 4 of this Agreement, the Lessor may forthwith make due inquiry concerning such complaint. In the event that the complaint is not settled by the Lessee then the Lessee shall abide by the decision of the Lessor with respect to any such complaint.

12. If the Lessor is of the opinion that the Leased Premises are not being maintained in a reasonable condition, then the Lessor shall give notice in writing to the Lessee and if the Lessee fails to make repairs within sixty (60) days from the date of the said notice, the Lessor may make whatever repairs necessary to bring the leased premises up to a reasonable standard and to charge the cost of doing so to the Lessee.

13. In the event that:

- (a) the Lessee ceases to exist or ceases to function; or
- (b) the Lessee discontinues the use of the said leased premises for the purpose of the recreational, historical and cultural facility for an unreasonable period of time in the opinion of the Lessor, or
- (c) any liens, charges or any other encumbrances are placed against the said land by reason of any action of the Lessee; or
- (d) the Lessee fails to perform and observe each and every clause of the terms, stipulations and conditions herein contained or implied on its part;

the Lessor may terminate the lease and re-enter the whole or any part of the said leased premises and buildings thereafter and hold the said lands and buildings free from any claims thereto by the Lessee, providing however, that before terminating the lease and re-entering and re-assuming control of the said leased premises and buildings the Lessor will first advise the Lessee in writing of its intention to terminate the lease and of its proposed re-entry and the Lessee shall have thirty (30) days from the date of the receipt of the notice to rectify the breach, failing which the Lessor may terminate the lease.

14. Subject to the fulfilment by the Lessee of the terms, stipulations and covenants herein contained to be performed by them and observed by them during the period of this lease and subject to the approval of the Lessor, which approval shall not be unreasonably withheld, this lease may be renewed at the expiration of this Agreement for a further Ten (10) year period upon terms and conditions to be agreed to by the parties hereto.

15. Whenever under the provisions of this Agreement any notice, demands or requests are required to be given by either part to the other such notice, demand or request may be given by delivery by and to, or by registered mail sent to, the respective addresses hereinafter provided for, and if given by mail shall be deemed to have been served and given of the second business day following the date of mailing by registered mail, the respective addresses of the parties being:

The Summer Village of Alberta Beach  
Box 278  
Alberta Beach, AB  
T0E 0A0

and

The Alberta Beach and District Museum and Archives Society  
Box 68  
Alberta Beach, AB  
T0E 0A0

providing however that such addresses may be changed upon Five (5) days notice; and provided further that if in the event that notice is served by mail at a time when there is an interruption of mail service effecting the delivery of such mail, the notice shall not be deemed to have been served until one week after the date that normal service is restored; it being agreed that no notice shall be mailed but shall be delivered by hand at a time when there is a known interruption of mail service affecting the delivery of such mail.

16. Time shall be of the essence of this Agreement.

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

THE SUMMER VILLAGE OF ALBERTA BEACH

PER:

PER:

THE ALBERTA BEACH AND DISTRICT  
MUSEUM AND ARCHIVES SOCIETY

PER:

PER:

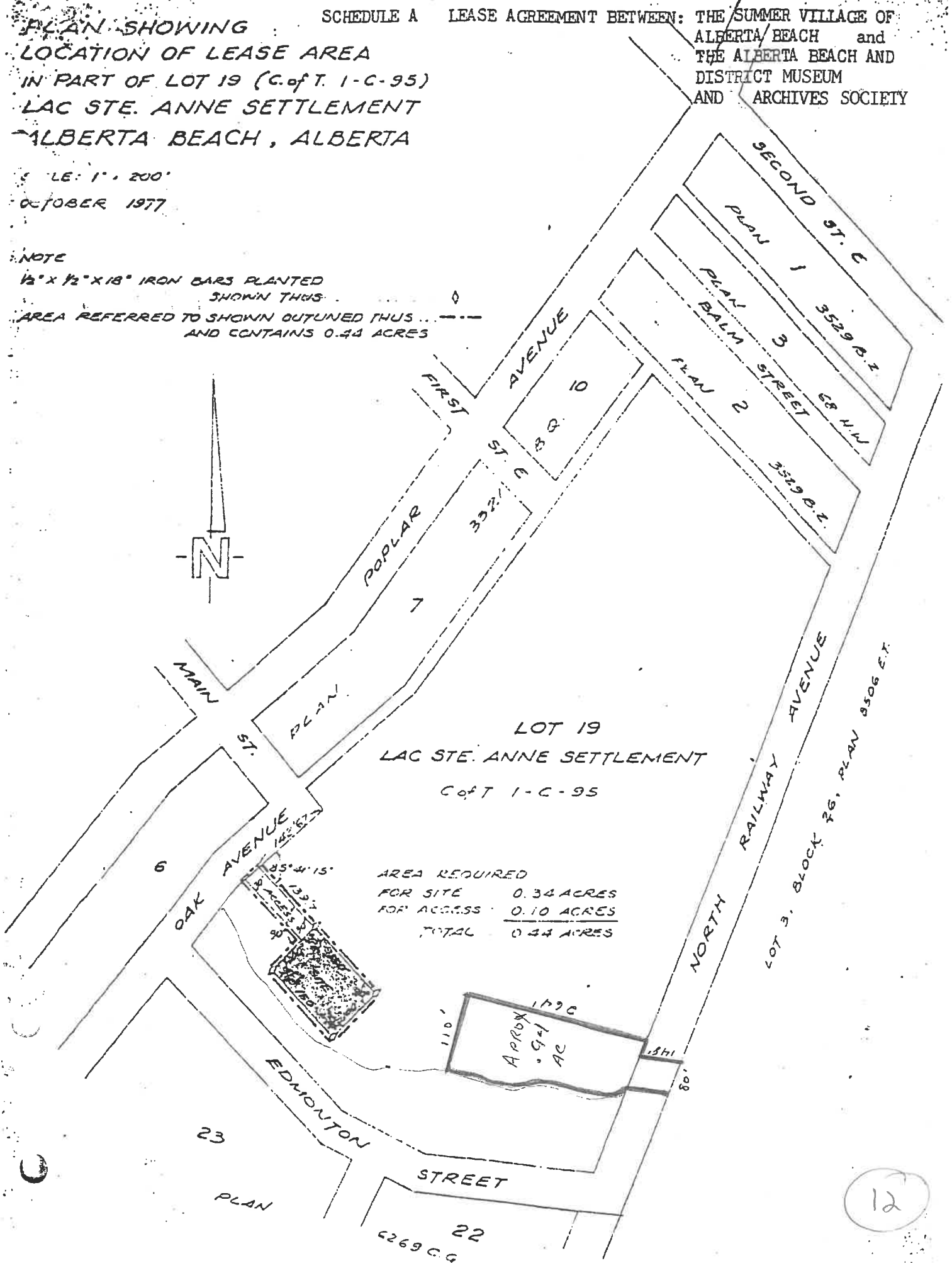
PLAN SHOWING  
 LOCATION OF LEASE AREA  
 IN PART OF LOT 19 (C. of T. 1-C-95)  
 LAC STE. ANNE SETTLEMENT  
 ALBERTA BEACH, ALBERTA

SCHEDULE A LEASE AGREEMENT BETWEEN: THE SUMMER VILLAGE OF ALBERTA BEACH and THE ALBERTA BEACH AND DISTRICT MUSEUM AND ARCHIVES SOCIETY

SCALE: 1" = 200'  
 OCTOBER 1977

NOTE

1/2" x 1/2" x 18" IRON BARS PLANTED SHOWN THUS  
 AREA REFERRED TO SHOWN OUTLINED THUS AND CONTAINS 0.44 ACRES



P.O. BOX 419  
PHONE: 924-3228 3677

# ALBERTA BEACH & DISTRICT PIONEERS & ARCHIVES SOCIETY

ALBERTA BEACH, ALBERTA  
T0E 0A0

## DISSOLVEMENT

In the event of dissolution of the Society, the Summer Village of Alberta Beach shall assume responsibility for the maintenance, protection, control, display, and presentation to the public of the artifacts collected. The Summer Village of Alberta Beach is to retain the property and building for public use for a minimum of twenty-five years. If it is not used as a museum during this period, the artifacts contained therein, shall be returned to the donor, or, if that is not possible, donated to the Provincial Museum and Archives.

DATED THIS 20 DAY OF June 19 89.

NAME (Signature)	ADDRESS	OCCUPATION
on behalf of: 1. <u>[Signature]</u>	SUMMER VILLAGE OF ALBERTA BEACH P.O. BOX 278 ALBERTA BEACH, ALBERTA T0E 0A0	MAYOR
2. <u>[Signature]</u>	SUMMER VILLAGE OF ALBERTA BEACH P.O. BOX 278 ALBERTA BEACH, ALBERTA T0E 0A0	ADMINISTRATOR
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

## WITNESS

NAME (Signature)	ADDRESS	OCCUPATION
_____	_____	_____

Pres.

[Signature]

Sec./Treas.

[Signature]

13

PLAN SHOWING  
 LOCATION OF LEASE AREA  
 IN PART OF LOT 19 (C.O.F.T. 1-C-95)  
 LAC STE. ANNE SETTLEMENT  
 ALBERTA BEACH, ALBERTA

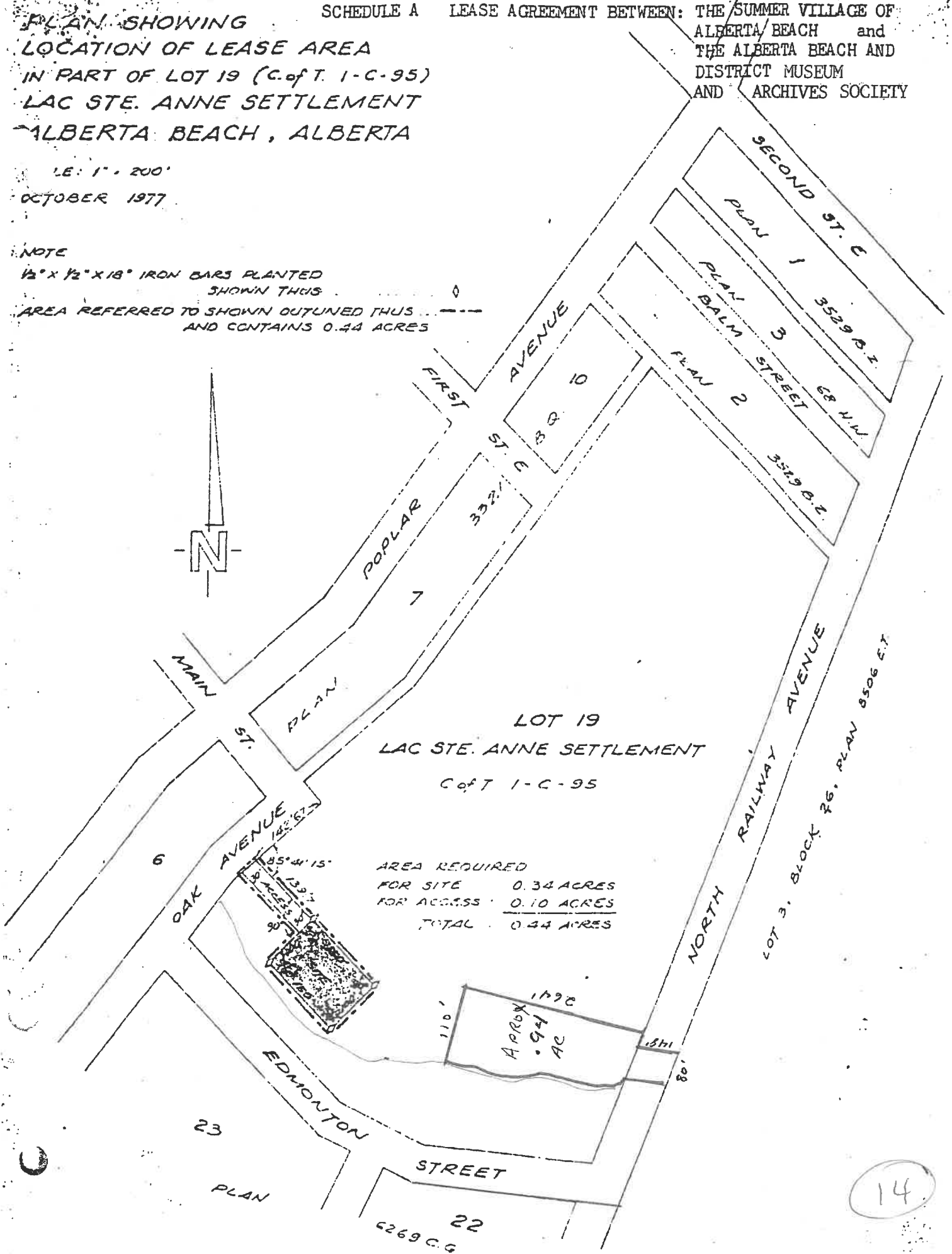
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SCALE: 1" = 200'

OCTOBER 1977

NOTE

1/2" x 1/2" x 18" IRON BARS PLANTED  
 SHOWN THIS  
 AREA REFERRED TO SHOWN OUTLINED THIS  
 AND CONTAINS 0.44 ACRES



Updated  
Draft.

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THIS INDENTURE made in triplicate this \_\_\_ day of \_\_\_, 2022.

BETWEEN:

**ALBERTA BEACH**

a Municipal Corporation in the Province of Alberta

(hereinafter called the Lessor)

OF THE FIRST PART

-and-

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(hereinafter called the Lessee)

OF THE SECOND PART.

WHEREAS the Lessee is a non-profit organization engaged in the pursuit of objectives which promote the general welfare of Alberta Beach and district;

AND WHEREAS the Lessor is the owner of lands situated in Alberta Beach described as follows:

Riverlot Nineteen (19), Lac Ste. Anne Settlement.

AND WHEREAS the Lessee is desirous of leasing a portion of the said lands to erect and operate a recreation, historical and cultural facility. "A.B. + District Museum + Archives Heritage Village Park"

NOW THEREFORE THIS AGREEMENT WITNESSETH:

THAT in consideration of the matters hereintofoer mentioned and of the rights, covenants and conditions hereinafter respectively reserved and contained by the Lessee to the respectively paid, observed and performed the said Lessor HATH DEMISED, and leased and by these presents DOTH DEMISE AND LEASE unto the said Lessee all of the said lands describes as follows:

All that portion of a part of Riverlot Nineteen (19) Lac Ste. Anne Settlement, as shown in red on the attached plan, designated as Schedule A, consisting of .94 acres, (hereinafter referred to as the "leased premises").

FOR a term of twenty-five (25) years to be computed from the 1<sup>st</sup> day of June, 2022 and to be fully completed and ended on the 1<sup>st</sup> day of June, 2047, at and for a yearly rental of One (\$1.00) Dollar to be paid on the 1<sup>st</sup> day of June of each and every year during the term hereof.

THE PARTIES HERETO hereby covenant and agree each with the other in the manner followed, that is to say:

THE LESSEE COVENANT WITH THE LESSOR AS FOLLOWS:

1. The Lessee will expend, of their own funds, sufficient amounts to erect a recreational, historical and cultural facility.

15

2. That the Lessee will be responsible to keep and maintain the leased premises in a reasonable state of repair. The Lessee will also be responsible for the care, maintenance, repair and control of the buildings and improvements located upon the leased premises.
3. The Lessee agrees to use said land and buildings at all times solely for the purpose of recreational, historical and cultural activities in accordance with the declared character and purpose of the Alberta Beach and District Museum and Archives Society.
4. The Lessee agrees not to do or permit to be done upon the said lands nor in any buildings, structures or erections placed thereon, anything which may be deemed a nuisance or annoyance or anything which may be contrary to any Dominion of Provincial laws or regulations or to any of the by-laws of Alberta Beach and without restricting the generality of the foregoing, to endeavour at all times to avoid annoyance or inconvenience to the residents in the vicinity of the leased premises by reason of any noise or activities likely to interfere with the quiet enjoyment of their premises by the neighbourhood residents.
5. The Lessee agrees not to assign or sub-let the leased premises or any part thereof without first obtaining the written permission of the Lessor so to do, provided that the foregoing shall not be interpreted as preventing the Lessee from renting the said building occasionally to organizations or individuals using the building for objects consistent with the general aims of the Lessee or for activities not otherwise objectionable to the Lessor and provided further that the Lessor's permission to assign or sub-let shall not be unreasonably withheld.
6. The Lessee agrees not to encumber or permit to be encumbered the land hereby demised by any liens, caveats, or in any other manner whatsoever provided that the Lessee may file a caveat protecting its interests under the lease.
7. The Lessee agrees to be incorporated in accordance with the terms of the Societies Act of Alberta.
8. The Lessee agrees not to create any improvements of the leased premises without the consent of the Lessor first hand and obtained.
9. The Lessor agrees to place and maintain liability insurance for its operations carried on in connection with the leased premises, with a minimum of Two Hundred Thousand (\$200,000.00) Dollars coverage for property damage and personal injuries. ← check
10. The Lessee covenants and agrees to indemnify and save harmless the Lessor from any claim, loss, cost or damage, however caused, resulting from the Lessee's use of the leased premises, or his failure to keep the leased premises in a reasonable state of repair.

AND IT IS FURTHER AGREED BETWEEN THE PARTIES HERETO:

11. If any complaint is made to the Lessor by anyone residing in the vicinity of the leased premises with regard to any matters referred to in Paragraph 4 of this Agreement, the Lessor may forthwith make due inquiry concerning such complaint. In the event that the complaint is not settled by the Lessee then the Lessee shall abide by the decision of the Lessor with respect to any such complaint.



12. If the Lessor is of the opinion that the Leased Premises are not being maintained in a reasonable condition, then the Lessor shall give notice in writing to the Lessee and if the Lessee fails to make repairs within sixty (60) days from the date of the said notice, the Lessor may make whatever repairs necessary to bring the leased premises up to a reasonable standard and to charge the cost of doing so to the Lessee.

13. In the event that:

- (a) the Lessee ceases to exist or ceases to function, or
- (b) the Lessee discontinues the use of the said leased premises for the purpose of the recreational, historical and cultural facility for an unreasonable period of time in the opinion of the Lessor, or
- (c) any liens, charges or any other encumbrances are placed against the said land by reason of any action of the Lessee, or
- (d) the Lessee fails to perform and observe each and every clause of the terms, stipulations and conditions herein contained or implied on its part;

the Lessor may terminate the lease and re-enter the whole or any part of the said leased premises and buildings thereafter and hold said lands and buildings free from any claims thereto by the Lessee, providing however, that before terminating the lease and re-entering and re-assuming control of the said leased premises and buildings the Lessor will first advise the Lessee in writing of its intention to terminate the lease and of its proposed re-entry and the Lessee shall have thirty (30) days from the receipt of the notice to rectify the breach, failing which the Lessor may terminate the lease.

14. Subject to fulfilment by the Lessee of the terms, stipulations and covenants herein contained to be performed by them and observed by them during the period of this lease and subject to the approval of the Lessor, which approval shall not be unreasonably withheld, this lease may be renewed at the expiration of this Agreement for a further Ten (10) year period upon terms and conditions to be agreed to by the parties hereto.

15. Whenever under the provisions of this Agreement any notice, demands or requests are required to be given by either part to the other such notice, demand or request may be given by delivery by and to, or by registered mail sent to, the respective addresses hereinafter provided for, and if given by mail shall be deemed to have been served and given of the second business day following the date of mailing by registered mail, the respective addresses of the parties being:

Alberta Beach  
Box 278  
Alberta Beach, AB  
T0E 0A0

and

The Alberta Beach and District Museum and Archives Society  
Box 68  
Alberta Beach, AB  
T0E 0A0

providing however that such addresses may be changed upon Five (5) days notice; and providing further that if in the event that notice is served by mail at a time where there is an interruption of mail service effecting the delivery of such mail, the notice shall not be deemed to have been served until one week after the date that normal service is restored; it being agreed that no notice shall be mailed but shall be delivered by hand at a time when there is a known interruption or mail service affecting the delivery of such mail.

16. Time shall be of the essence of this Agreement.

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

**ALBERTA BEACH**

PER: \_\_\_\_\_

PER: \_\_\_\_\_

**THE ALBERTA BEACH AND DISTRICT MUSEUM AND ARCHIVES SOCIETY**

PER: \_\_\_\_\_

PER: \_\_\_\_\_

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**ALBERTA BEACH  
BYLAW NO. 280-20  
COUNCIL PROCEDURE BYLAW**

Being a Bylaw of Alberta Beach to regulate the proceedings and the conduct of business at the Alberta Beach Council and Committee Meetings.

WHEREAS, the Council of Alberta Beach feels it is expedient to make rules and regulations for calling meetings, governing its proceedings and the conduct of its members;

NOW THEREFORE, the Council of Alberta Beach in the Province of Alberta, duly assembled enacts as follows:

1. **TITLE:**

This Bylaw may be cited as the "Council Procedure Bylaw".

2. **DEFINITIONS:**

In this bylaw:

- a) "Act" means the "Municipal Government Act", RCA 2000, Chapter M-26, amendments and regulations thereto;
- b) "Acting Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of both the Mayor and the Deputy-Mayor;
- c) "Agenda" means the agenda for a regular or special meeting of Council prepared pursuant to the "Agenda" Section of this bylaw;
- d) "Bylaw" means a bylaw of Alberta Beach;
- e) "CAO" means Chief Administrative Officer or designate, for the municipality;
- f) "Committee" means a body of members delegated to consider, investigate, take action on or report on some legislative matters;
- g) "Council" means the Mayor and Councillors of Alberta Beach for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
- h) "Deputy Mayor" means the member of Council who is elected by Council at the Organizational meeting to hold that position;
- i) "Delegation" means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee;
- j) "Disruption" means any act meant to impede the proceedings of a meeting whether the source be Council members, delegates or public at large;
- k) "Mayor" means the member of Council who is elected by Council at the Organizational meeting to hold that position and serves as chairperson of Council meetings;
- l) "Member" means a member of Council, duly elected and continuing to hold office or a person at large appointed by Council to a committee of Council;
- m) "Municipality" means the Municipality of Alberta Beach, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality;
- n) "Point of Order" means a demand that the Chair enforce the rules of procedure;
- o) "Postpone" means to delay the consideration of any matter either to definite time when further information is to be obtained or indefinitely;
- p) "Presiding Officer" means the member selected to serve as chairperson of that particular committee or Council; Mayor.
- q) "Quorum" means the majority of the valid members of all the Councillors that comprise the Council;
- r) "Table" means a motion to delay consideration of any matter in order to deal with more pressing matters, which does not set a specific time to resume consideration of the matter;
- s) "Village" means the Village of Alberta Beach;

3. **APPLICATION OF BYLAW:**

- a) This bylaw applies to all members of Council, staff, visitors and delegates attending a Council meeting. This Bylaw applies to:
  - 1. All Regular and Special Council meetings.
  - 2. The conduct of the meetings of all Committees of Council.

**ALBERTA BEACH  
BYLAW NO. 280-20  
COUNCIL PROCEDURE BYLAW**

**4. ORGANIZATION MEETING OF COUNCIL:**

- a) The Organization meeting of Council shall be held annually in October, the time and place of which shall be set by the CAO in accordance with Section 192 of the Act.
- b) Every member of Council, the Mayor and Deputy Mayor shall make and subscribe to the Official Oath prescribed by the Oaths of Office Act before entering upon the duties of Council and shall deposit the Oath with the CAO.
- c) Unless Council shall, by a unanimous vote taken at a previous Council meeting, determine that a subsequent meeting of Council shall be held at a different place, all Council meetings including the Annual Organizational Council meeting shall be held at the Council Chambers, at the municipal office in Alberta Beach. If it is decided to hold any Council meeting at a location other than the Council Chambers, the CAO shall affix a notice of such change of location to the agenda for the meeting when the same is delivered to the members of Council and the public.
- d) The CAO shall call the meeting to order.
- e) The CAO shall call for nominations for the position of Mayor and the Council shall vote to appoint a Mayor.
- f) The Mayor shall call for nominations for the position of Deputy Mayor and the Council shall vote to appoint a Deputy Mayor.
- g) The following shall also be ratified at the annual Organization meeting:
  - 1. Address of Municipal Office
  - 2. Regular Council Meeting Date & Time
  - 3. Signing Authorities
  - 4. Banking Authority
  - 5. Auditor Appointment
  - 6. Solicitor Appointments
  - 7. Designated Officer Appointments
  - 8. Assessor Appointment as Designated Officer
  - 9. Assessment Review Board
  - 10. Assessment Review Board Clerks as Designated Officers
  - 11. Development Authority as Designated Officer
  - 12. Subdivision Authority as Designated Officer
  - 13. Subdivision & Development Appeal Board Members
  - 14. Subdivision & Development Appeal Board Clerks as Designated Officers
  - 15. Municipal Planning Commission Members
  - 16. Bylaw Enforcement Officers as Designated Officer
  - 17. FOIP Coordinator
  - 18. Round Table Meeting Date & Time
  - 19. Council Committee Appointments
  - 20. Adjournment

**5. REGULAR COUNCIL MEETING AGENDA AND ORDER OF BUSINESS:**

- a) Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. Any member of Council, Village official or any other person wishing to have an item of business placed on the agenda shall make the submission to the CAO no later than 4:00 p.m. on the Thursday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the CAO to enable Council to deal with the matter.
- b) The agenda for each regular and special meeting shall be prepared by the CAO and submitted, together with copies of all pertinent correspondence, statements and reports, to each member of Council at least 48 hours prior to said meeting. The agenda package will also be sent electronically to each member of Council.
- c) Agenda packages shall be posted on the village website a minimum of 24 hours prior to the Council meeting.
- d) No item of business shall be considered by the Council if the item has not been placed on the agenda, unless members of Council present agree to the item being added to the agenda.
- e) Where the deadlines in section 5.a & b are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
- f) The business intended to be dealt with at a Regular Council meeting shall be stated in the agenda in the following order where applicable:

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1. Call to Order
  2. Agenda Additions
  3. Adoption of Agenda
  4. Confidential – Closed Meeting Session
  5. Adoption of Previous Minutes
  6. Delegations
  7. Public Hearings
  8. Municipal Planning Commission
  9. Old Business & CAO Report Action List
  10. Financial Reports
  11. Bylaws and Policies
  12. Council, Committee & Staff Reports
  13. Correspondence – Information Items
  14. Correspondence – Action Items
  15. New Business
  16. Question Period
  17. Adjournment
- g) The order of business at a meeting is the order of the items on the agenda except:
1. When the same subject matter appears in more than one place on the agenda and Council decides, by motion, to deal with all items related to the matter at the same time;
  2. Council decides not to deal with an item on the agenda and no motion is made about it;
  3. When altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present. The vote, upon a matter of priority of business shall be decided without debate.
6. **GENERAL RULES OF COUNCIL AND COUNCIL MEETINGS:**
- a) The day and time on which the regular meeting of Council should commence, and the location, shall be set by a resolution of Council at the Organization Meeting.
  - b) If Standing Committees of Council are established, they may be established by bylaw, and any such bylaw shall state how the Standing Committees shall function. The Standing Committee may be established by motion of Council, and in this case a Terms of Reference must be established to outline the functions of the Standing Committee.
  - c) The Mayor or Presiding Officer shall call the meeting to order at the hour as stated on the agenda of the meeting as long as there shall be a quorum present.
  - d) In a case where the neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed for a meeting, and a quorum is present, the CAO shall call the meeting to order and an Acting Mayor shall be chosen by the Councillors present. The Acting Mayor shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
  - e) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council, the CAO shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime.
  - f) If a meeting begins with quorum, but a member is unable to continue, or in some other manner leaves the meeting and quorum is lost, the incident shall be duly recorded and the meeting shall absolutely adjourn until the next regular meeting unless a special meeting has been duly called in the meantime.
  - g) The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order, subject to an appeal to the Council by resolution. Decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
  - h) If a disruption occurs, and order is lost the Mayor or Presiding Officer shall request the offender(s) leave the Council Chambers at once. If the offender(s) refuses, a recess shall be called and the appropriate law enforcement agency contacted for assistance.
  - i) When a Mayor or Presiding Officer is called on to decide a point of order, he/she shall do so without argument or comment and shall state the rule of authority applicable to the case.
  - j) Every member wishing to speak to a question or motion shall address himself or herself to the Mayor or Presiding Officer and wait to be called upon.

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- k) The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same question or resolution having due regard to the importance of the matter.
- l) A motion submitted to Council does not require a seconder.
- m) When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
  - 1. A motion to refer the main question to some other person or group for consideration;
  - 2. A motion to amend the main question;
  - 3. A motion to table the main question;
  - 4. A motion to postpone the main question to some future time;
  - 5. A motion to adjourn the meeting provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
- n) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
- o) After any question is finally put by the Mayor or Presiding Officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the Presiding Officer as to whether the question has been finally put shall be conclusive.
- p) Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the Presiding Officer;
- q) Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any speech or action of members of Council.
- r) Council shall hear all delegations who have brought their items of business onto the agenda in the order in which they are placed on the agenda. The order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.
- s) All Members shall vote on all motions brought forward in meetings unless a conflict of interest or pecuniary interest has been declared prior to the motion.
- t) If any member of the Council shall call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
- u) Council and Council committees may close all or part of a meeting to the public if a matter to be discussed is one of the exemptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. When the Mayor or Presiding Officer declares an item "Closed Session", the reason shall be stated and recorded in the minutes, and all attendees except those specifically designated to be in attendance, shall clear the Council Chambers. A sign indicating "Closed Session" shall be posted on the exterior of the chamber doors and shall remain in place until the item(s) have been dealt with and the session is moved back into the public realm.
- v) Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order" Newly Revised in Brief - 3<sup>rd</sup> Edition.
- w) Councillors shall submit written reports for committee meetings attended and reported on at the regular council meetings.
- x) The Mayor or Presiding Officer shall have authority to set a time limit and/or set the number of questions to be heard from the public during the Question Period.

**7. CONFIDENTIAL – CLOSED SESSION OF A REGULAR OR SPECIAL COUNCIL MEETING:**

- a) When a Council meeting agenda includes a confidential "Closed Session", Council may begin the meeting earlier than the regular meeting time to deal with that item and in this case the agenda must clearly state the time the meeting begins and the time the meeting is anticipated to open to the public. Council shall not resume the meeting until the regular Council meeting time or until the public is given time to return to the meeting.
- b) No recording shall be permitted during the closed session of the Council meetings.
- c) No record, electronic or otherwise will be kept of the discussion at the "Closed Session" of the Council meeting.

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- d) Any motion required from a discussion held at the "Closed Session" of the Council meetings shall only be made when the meeting is open to the public.
  - e) Council may from time to time during the meeting move into "Closed Session" when it becomes necessary as outlined in 6.v above.
8. **POSTPONEMENT OF A REGULAR COUNCIL MEETING:**
- a) The Mayor may, whenever he or she considers it expedient to do so, and upon giving each member of Council at least two day's written notice, postpone any Regular Meeting of Council.
  - b) Each notice postponing a Regular Council meeting shall give the reasons and name the time and day and place the postponed regular meeting shall be held.
  - c) Any delegation named in the agenda as planning to appear before Council at the postponed regular meeting shall be given notice of the postponed regular meeting, and the new time and day the postponed regular meeting shall be held.
  - d) Public notice of the postponed meeting will be given by posting the notice on the municipal office and website. The notice shall then be posted on facebook, email list and the municipal office electronic sign as time allows.
  - e) All proceedings at the postponed regular meeting shall be considered in the same manner as if it had been the regular meeting.
9. **SPECIAL COUNCIL MEETINGS:**
- a) The Mayor may call a Special Council meeting in accordance with Section 194 of the Act.
10. **ELECTRONIC COUNCIL MEETINGS:**
- a) Section 199 of the Act allows Council meetings or Council Committee meetings to be conducted through electronic means.
  - b) During a State of Public Health Emergency, Council may hold any Council meeting or Council Committee meeting electronically.
  - c) The Mayor may, whenever he or she considers it expedient to do so, and upon giving each member of Council at least two day's written notice may determine a need for the meeting to be held electronically.
  - d) Public notice of Council meetings held electronically will be posted on the village website and the municipal electronic sign.
  - e) Agenda packages for Council meetings held electronically will be posted on the village website with a link for the public to participate in the meeting.
11. **ELECTRONIC DEVICES AND CELL PHONES:**
- a) Councillors, delegates and the public in attendance may use an electronic device (laptop or tablet) in the Council meetings.
  - b) Cell phones shall be permitted in the Council meetings.
  - c) Cell phones shall be muted during the Council meetings to avoid creating a disturbance during the meeting.
  - d) Councillors, delegates and the public will not be permitted to record or broadcast (video or audio) Council meetings unless permission is granted by a majority of Council.
  - e) The recording secretary shall be permitted to record Council meetings for the purpose of completing the Council meeting minutes and once the minutes have been approved will destroy the recording.
12. **RECORDING OF MINUTES**
- a) The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.
  - b) If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be recorded in the minutes.
  - c) The minutes will be prepared within three (3) days of the Council meeting and the CAO shall distribute the unapproved minutes to each member of Council and shall post a draft copy on the village website.
  - d) Where a substantial error has been reported in the draft minutes, they shall be immediately removed from the website until the corrected minutes can be posted.
  - e) The draft minutes posted on the village website will be replaced with the approved minutes within 3 days of the Council meeting they are ratified at.

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**13. BYLAWS:**

- a) Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
- b) Every bylaw shall have three readings.
- c) After a member has made the motion for the first reading of the bylaw Council may:
  - 1. debate the substance of the bylaw; and
  - 2. propose and consider amendments to the bylaw.
- d) Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
- e) Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.

**14. ROUND TABLE MEETINGS:**

- a) Council may hold informal planning meetings called Round Table meetings from time to time for the purpose of the planning business of Council.
- b) The day and time of the Council Round Table meetings shall be set by a resolution of Council at the Organization Meeting.
- c) Council Round Table meetings will be held informal and no minutes will be prepared of the meeting.
- d) The CAO will prepare an agenda and attach corresponding information as necessary, and the agenda will be distributed to the members at the meeting, or prior to the meeting when available.
- e) Council Round Table meetings will be held open to the public and the agenda will be made available to the public at the meeting.

**15. SEVERABILITY:**

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

**16. BYLAWS REPEALED:**

Alberta Beach Bylaw No. 186-03 is hereby repealed.

**17. EFFECTIVE DATE OF BYLAW:**

This Bylaw comes into full force and effect upon third and final reading and signing of this bylaw.

Read a first time this 15<sup>th</sup> day of December, 2020.

Read a second time this 15<sup>th</sup> day of December, 2020.

Given unanimous consent to proceed to third reading, this 15<sup>th</sup> day of December, 2020.

Read a third time and final time this 15<sup>th</sup> day of December, 2020.

Signed by the Mayor and Chief Administrative Officer this 16<sup>th</sup> day of December, 2020.

  
Jim Benedict, Mayor

  
Kathy Skwarczuk, Chief Administrative Officer



**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

**WHEREAS**, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

**AND WHEREAS**, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to council for Alberta Beach;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

**NOW THEREFORE** the Council of Alberta Beach, in the Province of Alberta, duly assembled, enacts as follows:

**1. Short Title**

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

**2. Definitions**

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;

(c) "CAO" means the chief administrative officer of the Municipality, or their delegate;

(d) "FOIP" means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(e) "Investigator" means the Mayor or Deputy Mayor. If the complaint is about Council as a whole, a body will be established by Council to investigate and report on complaints;

(f) "Member" means a member of Council and includes a Councillor, Deputy Mayor or Mayor;

(g) "Municipality" means the municipal corporation of Alberta Beach.

**3. Purpose and Application**

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

**4. Representing the Municipality**

4.1. Members shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

(b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

(c) conduct themselves in a professional manner and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

(d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

**5. Communicating on Behalf of the Municipality**

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so, including on social media.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4. No Member shall make a statement when they know that statement is false.

5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

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**6. Respecting the Decision-Making Process**

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council resolution, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

**7. Adherence to Policies, Procedures and Bylaws**

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, and shall adhere to its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

**8. Respectful Interactions with Council members, Staff, the Public and Others**

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and the intention to work together for the common good and in the furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any Member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
  - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - (b) use, or attempt use to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
  - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

**9. Confidential Information**

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. In the course of their duties, Members may also become privy to confidential information received outside of a closed meeting. Members must not:
  - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
  - (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
  - (c) use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.3. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

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- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;
- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

**10. Conflicts of Interest**

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

**11. Improper Use of Influence**

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2. Members shall refrain from using their positions to obtain employment or contract employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for 3 months after leaving office.

**12. Use of Municipal Assets and Services**

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
  - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

**13. Orientation and Other Training Attendance**

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.
- 13.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with the Council Remuneration Policy.

**14. Acceptance of Gifts**

- 14.1. Members of Council shall avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall except only those gifts of protocol or social obligation that occur in normal business relationships and not accept a fee, gift or other benefit that is connected directly or indirectly with the performance of the member's office.

**15. Election Campaigns**

- 15.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

**16. Informal Complaint Process**

- 16.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member

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in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

16.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

**17. Formal Complaint Process**

17.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

**18. Compliance and Enforcement**

- 18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 18.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 18.3. No Member shall:
  - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
  - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 18.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - (a) a letter of reprimand addressed to the Member;
  - (b) requesting the Member to issue a letter of apology;
  - (c) publication of a letter of reprimand or request for apology and the Member's response;
  - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
  - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
  - (f) suspension or removal of the elected official's presiding duties under section 154 of the Act;
  - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
  - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
  - (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

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**19. Review**

19.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

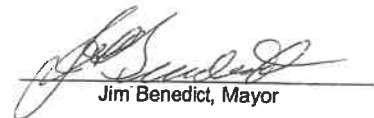
This Bylaw shall come into full force and effect on the final reading thereof.

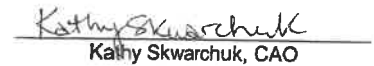
READ a First time this 19th day of June, A.D. 2018.

READ a Second time this 19<sup>th</sup> day of June, A.D. 2018.

READ a Third time this 19th day of June, A.D. 2018.

SIGNED AND PASSED this 19th day of June, A.D. 2018.

  
\_\_\_\_\_  
Jim Benedict, Mayor

  
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Kathy Skwarchuk, CAO

**2022 Expense Budget  
Draft  
For Council Review**

Analysis: EXPENSE STATEMENT

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EXPENSE STATEMENT		(1)	(2)	(3)
Period 1: -	--- Begin	01Jan2021	01Jan2021	01Jan2022
	End	31Dec2021	31Dec2021	31Dec2022
	--- Type	B	A	B
(less)	--- Begin	000000000	000000000	000000000
Period 2: -	End	000000000	000000000	000000000
	--- Type			
Ratios:	% of Account			
Graphs:	# of Columns,Scale	0 0	0 0	0 0

Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
<b>COUNCIL</b>			
COUNCIL HONORARIUMS - MAYOR	9,784.00	10,608.40	9,900.00
COUNCIL HONORARIUMS	34,593.00	35,318.00	35,100.00
MEETING FEES	16,250.00	13,400.00	18,000.00
HONOURARIUM DEDUCTIONS	1,500.00	1,331.65	2,000.00
COUNCIL TRAVEL	2,000.00	657.62	2,000.00
CONFERENCES\CONVENTIONS	5,000.00	4,682.26	6,000.00
INTERNET & PHONE EXPENSE	6,000.00	6,200.00	6,000.00
COUNCIL PROMOTIONAL	6,000.00	5,350.87	7,500.00
MISC. SUPPLIES	1,000.00	3,650.78	5,000.00
<b>TOTAL</b>	<b>82,127.00</b>	<b>81,199.58</b>	<b>91,500.00</b>

<b>ADMINISTRATION</b>			
ADMINISTRATOR	113,375.00	112,912.45	113,375.00
SALARIES	175,372.00	174,251.62	175,372.00
PAYROLL TO\FROM BUS INC	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	53,400.00	51,848.06	58,000.00
SCP PAYROLL	0.00	0.00	0.00
FROM\TO RESERVE	0.00	0.00	0.00
TRAINING	500.00	0.00	600.00
TRAVEL	200.00	52.20	200.00
FREIGHT, POSTAGE, DELIVERY	3,200.00	3,560.30	3,500.00
TELEPHONE\INTERNET\SATELLIT	4,000.00	3,940.85	4,000.00
ADVERTISING	1,200.00	943.00	1,500.00
SUBSCRIPTIONS\MEMBERSHIPS	2,750.00	2,743.34	3,000.00
PRINTING	1,300.00	1,065.63	1,500.00
LEGAL	3,000.00	4,591.00	5,000.00
AUDITOR	11,500.00	11,600.00	11,500.00
SERVICE CONTR-PHOTO,FAX,POS	4,500.00	4,196.77	4,200.00
SERVICE CONTR - ALARM	500.00	395.80	500.00
PURCHASED EQUIPMENT REPAIR	9,500.00	8,659.18	8,500.00
CONTRACT - JANITOR	6,000.00	6,000.00	6,000.00
INSURANCE	54,000.00	55,523.74	55,000.00
W.C.B.	12,600.00	12,615.63	12,975.00
STATIONERY & SUPPLIES	4,500.00	4,588.49	5,000.00
JANITORIAL SUPPLIES	1,500.00	1,289.46	1,500.00
MISCELLANEOUS SUPPLIES	2,000.00	1,135.83	2,000.00
VILLAGE PROMOTION	4,000.00	6,029.47	4,000.00
100 YEAR ANNIVERSARY	0.00	36,898.20	0.00
UTILITIES	6,200.00	5,511.74	5,800.00
DEBT REPAYMENT	0.00	0.00	0.00
SHORT TERM BORROWING FEES	0.00	0.00	0.00

Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
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Analysis: EXPENSE STATEMENT

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Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
BANK CHARGES	1,000.00	1,028.93	1,200.00
TAX REBATES & CANCELLATIONS	0.00	0.00	0.00
OTHER & BLDG REPAIRS	10,000.00	9,615.61	10,000.00
BAD DEBT EXPENSE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	16,072.00	0.00
TOTAL	486,097.00	537,069.30	494,222.00
ELECTION \ CENSUS			
SALARIES & WAGES	3,000.00	2,736.05	1,250.00
ADVERTISING	800.00	472.00	500.00
GOODS & SUPPLIES	1,500.00	832.37	250.00
TOTAL	5,300.00	4,040.42	2,000.00
ASSESSMENT SERVICES			
ASSESSMENT SERVICES	25,570.00	23,520.40	26,000.00
TOTAL	25,570.00	23,520.40	26,000.00
PATROL			
ADMINISTRATION	0.00	0.00	0.00
SALARIES & WAGES	76,125.00	72,527.13	76,125.00
PROVINCIAL POLICE FUNDING	45,215.00	45,215.00	45,215.00
CITIZENS ON PATROL	0.00	0.00	0.00
PAYROLL DEDUCTIONS	14,675.00	8,571.30	10,800.00
TRAINING & DEVELOPMENT	1,000.00	503.77	1,000.00
MILEAGE & SUBSISTENCE	0.00	0.00	0.00
FREIGHT, POSTAGE, DELIVERY	0.00	0.00	0.00
TELEPHONE	5,500.00	5,411.92	5,500.00
ADVERTISING & PROMOTION	500.00	350.00	350.00
AUX PROG\CRIME PREVENTION	0.00	0.00	0.00
EQUIPMENT REPAIR	2,000.00	3,697.49	4,000.00
VEHICLE REPAIR	5,000.00	4,416.62	5,000.00
JANITOR EXPENSES	0.00	0.00	0.00
LICENSES & PERMITS	0.00	0.00	0.00
STATIONERY & OFFICE SUPPLIES	500.00	295.23	500.00
MISC. SUPPLIES	2,500.00	2,968.68	2,500.00
UNIFORMS & ACCOTREMENTS	1,000.00	890.13	2,300.00
FUEL & OIL	7,000.00	4,208.87	6,000.00
UTILITIES	4,000.00	3,674.49	4,000.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	165,015.00	152,730.63	163,290.00
BY-LAW ENFORCEMENT			
BYLAW\ANIMAL CONTROL	0.00	0.00	0.00
PARKING ENFORCEMENT	0.00	0.00	0.00
POUND FEES	1,000.00	927.43	1,000.00
GENERAL GOODS AND SERVICES	500.00	166.28	500.00
SIGNS	0.00	0.00	0.00
TOTAL	1,500.00	1,093.71	1,500.00
Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET



## Analysis: EXPENSE STATEMENT

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Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
<b>FIREFIGHTING</b>			
FIRE DEPARTMENT HONORAIUMS	0.00	0.00	0.00
TELEPHONE	0.00	0.00	0.00
FIRE CONTRACT	92,659.00	93,616.45	94,916.00
JANITOR EXPENSES	0.00	0.00	0.00
GOODS AND SUPPLIES	0.00	0.00	0.00
MISCELLANEOUS	2,100.00	2,117.44	2,100.00
BUILDING REPAIR	5,000.00	6,898.95	3,000.00
UTILITIES	7,200.00	7,701.18	8,000.00
CAPITAL	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>106,959.00</b>	<b>110,334.02</b>	<b>108,016.00</b>
<b>DISASTER SERVICES</b>			
GENERAL GOODS AND SERVICES	7,500.00	6,146.00	7,500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>AMBULANCE SERVICES</b>			
AMBULANCE CONTRACT	0.00	0.00	0.00
BUILDING REPAIRS	3,000.00	1,030.41	2,500.00
UTILITIES	4,800.00	5,503.87	5,700.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>7,800.00</b>	<b>6,534.28</b>	<b>8,200.00</b>
<b>COMMON SERVICES</b>			
PUBLIC WORKS MANAGER	0.00	0.00	0.00
PUBLIC WORKS WAGES	197,925.00	197,522.10	197,925.00
EXTRA PERSON	0.00	0.00	0.00
SUMMER PAYROLL	20,000.00	18,101.80	20,000.00
PAYROLL DEDUCTIONS - MGR	0.00	0.00	0.00
PAYROLL DEDUCTIONS	36,000.00	32,726.63	45,000.00
PAYROLL DEDUCTIONS - SUMMER	1,500.00	567.51	1,200.00
FROM\TO RESERVE	0.00	0.00	0.00
SHARED SERVICES SALARIES	0.00	0.00	0.00
PAYROLL TO BUSINESS INCOME	0.00	0.00	0.00
TRAINING & DEVELOPMENT	2,000.00	3,631.45	3,000.00
MILEAGE & SUBSISTENCE	200.00	184.18	200.00
POSTAGE, FREIGHT & DELIVERY	0.00	0.00	0.00
TELEPHONE	2,600.00	2,005.61	2,600.00
PURCHASED SERVICES	10,000.00	11,259.98	10,500.00
EQUIPMENT REPAIR	30,000.00	32,034.66	30,000.00
VEHICLE REPAIR	18,000.00	33,014.22	25,000.00
EQUIPMENT RENTAL	4,000.00	1,884.71	3,000.00
GENERAL GOODS	15,000.00	16,388.69	15,000.00
SIGNS	1,000.00	823.06	1,000.00
NON BUDGETED ITEMS	0.00	0.00	0.00
SAFETY SUPPLIES	2,500.00	2,312.26	2,500.00
FUEL & OIL	20,000.00	21,634.50	25,000.00
UTILITES - SHOP	14,000.00	15,598.91	18,000.00
BOAT LAUNCH MTCE	0.00	0.00	0.00
CAPITAL PURCHASES	0.00	0.00	0.00
Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
CAPITAL PROJECTS	0.00	0.00	0.00
CAPITAL PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	374,725.00	389,690.27	399,925.00
ROADS AND STREETS			
GRAVEL\SAND\ETC.	18,000.00	27,522.38	28,000.00
CRACK FILLING\LINE PAINTING	32,000.00	35,835.50	35,000.00
UTILITIES - STREET LIGHTS	94,000.00	98,583.89	99,000.00
ROAD PROJECTS	0.00	0.00	0.00
ROAD PROJECTS	0.00	0.00	0.00
STREET LIGHT PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	144,000.00	161,941.77	162,000.00
STORM SEWER AND DRAINAGE			
GENERAL SUPPLY-CULVERTS	8,000.00	11,469.58	10,000.00
DRAINAGE PROJECTS	0.00	0.00	0.00
DRAINAGE STUDY	5,600.00	0.00	0.00
TOTAL	13,600.00	11,469.58	10,000.00
WATER SYSTEM			
WATER COMM. OPERATING	18,174.22	18,174.22	13,668.34
WATER COMM. DEBENTURES	40,923.08	40,923.08	53,059.82
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	59,097.30	59,097.30	66,728.16
SANITARY SEWER			
TYRSSC MAINTENANCE AGREE	242,157.00	242,156.00	248,627.00
TYRSSC SEWER REVITALIZATION	245,700.00	245,700.00	245,100.00
TYRSSC DEB. - LAGOON	85,826.00	85,826.00	85,826.00
TYRSSC UPGRADE	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	573,683.00	573,682.00	579,553.00
GARBAGE COLLECTION			
GARBAGE WAGES	50,750.00	50,646.69	50,750.00
GARBAGE CONTRACT	0.00	0.00	0.00
REGIONAL LAND FILL	23,000.00	20,985.54	23,000.00
RECYCLING	7,000.00	8,289.55	7,000.00
ANNUAL WASTE ROUND-UP	0.00	0.00	0.00
FUEL & OIL	9,000.00	9,735.00	12,000.00
TRUCK REPAIRS & MAINTENANCE	10,000.00	36,715.28	20,000.00
CAPITAL PURCHASES	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	99,750.00	126,372.06	112,750.00
COMPOST FACILITY			
PURCHASED SERVICE - CLEANUP	5,500.00	5,580.00	3,000.00
GENERAL SUPPLIES	0.00	0.00	0.00
TOTAL	5,500.00	5,580.00	3,000.00
Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET

Analysis: EXPENSE STATEMENT

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Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
<b>MUNICIPAL PLANNING</b>			
CONTRACT - DEVELOPMENT OFF	21,600.00	21,600.00	21,980.00
MUNICIPAL PLANNING	2,800.00	2,465.54	2,450.00
GENERAL GOODS & SUPPLIES	500.00	580.00	500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>24,900.00</b>	<b>24,645.54</b>	<b>24,930.00</b>
<b>ECONOMIC DEVELOPMENT</b>			
ADVERTISING AND PROMOTION	500.00	200.00	500.00
TELEPHONE AND UTILITIES	0.00	0.00	0.00
REVENUE & COST SHARE STUDY	32,056.00	0.00	32,281.20
GENERAL GOODS & SUPPLIES	1,000.00	713.61	500.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>33,556.00</b>	<b>913.61</b>	<b>33,281.20</b>
LAC STE. ANNE FOUNDATION	38,703.53	38,703.53	39,455.00
PIER\BOAT LAUNCH	25,850.00	43,455.86	10,000.00
PIER TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>RECREATION &amp; FACILITIES</b>			
REGIONAL RECREATION	30,073.00	30,073.00	30,073.00
GENERAL GOODS & SUPPLIES	21,000.00	8,386.71	16,000.00
EAST END BUS	9,000.00	9,000.00	11,210.00
LSA PHYSICIAN RECRUITMENT	0.00	0.00	0.00
UTILITIES	4,700.00	5,063.10	5,500.00
CAPITAL PURCHASES	0.00	0.00	0.00
PROJECTS	0.00	31,817.76	0.00
PROJECTS	0.00	0.00	0.00
PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	25,000.00
<b>TOTAL</b>	<b>64,773.00</b>	<b>84,340.57</b>	<b>87,783.00</b>
<b>PARKS</b>			
CONTRACT SERVICES	10,000.00	12,635.00	14,000.00
GENERAL GOODS & SUPPLIES	7,000.00	9,009.61	9,000.00
UTILITIES	4,700.00	5,093.64	5,500.00
PARKING LOT EXPENSES	3,425.00	3,425.28	3,056.24
PARK PROJECTS	0.00	0.00	0.00
PARK PROJECTS	0.00	0.00	0.00
CONTRIBUTED ASSETS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
<b>TOTAL</b>	<b>25,125.00</b>	<b>30,163.53</b>	<b>31,556.24</b>
<b>CAMPGROUND:</b>			
ADVERTISING & SIGNS	100.00	0.00	100.00
POSTAGE, FREIGHT, DELIVERY	0.00	0.00	0.00
PHONE\INTERNET\SATELLITE	2,200.00	2,172.67	2,200.00
PRINTING	500.00	225.25	300.00
CAMPGROUND MANAGER CONTRACT	44,400.00	48,703.30	58,000.00
CAMPGROUND SUMMER HELP	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
EQUIPMENT REPAIR	1,000.00	299.37	1,000.00
<b>Description</b>	<b>2021 BUDGET</b>	<b>2021 ACTUAL</b>	<b>2022 BUDGET</b>

Analysis: EXPENSE STATEMENT

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Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET
GENERAL GOODS & SUPPLIES	3,000.00	1,856.79	3,000.00
JANITORIAL SUPPLIES	500.00	23.96	2,000.00
WASTE DISPOSAL	2,500.00	2,392.64	2,500.00
FUEL & OIL	1,000.00	913.58	1,000.00
REPAIR MATERIALS	5,000.00	9,448.52	6,000.00
CONSTRUCTION MATERIALS	10,000.00	5,699.65	4,000.00
UTILITIES	27,000.00	36,174.59	37,000.00
IMPROVEMENTS	20,000.00	14,420.42	0.00
DEBIT\VISA BANK FEES	500.00	553.86	600.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
CAMPGROUND PROJECTS	0.00	0.00	0.00
TO RESERVE\DEF.REV.	0.00	0.00	0.00
TOTAL	117,700.00	122,884.60	117,700.00
CULTURE			
SALARIES & WAGES	0.00	0.00	0.00
PAYROLL DEDUCTIONS	0.00	0.00	0.00
REIMBURSE LIBR WAGE	0.00	0.00	0.00
UTILITIES	0.00	0.00	0.00
GRANT TO LIBRARY	12,050.00	12,050.00	12,050.00
YELLOWHEAD REGIONAL LIBRARY	4,540.28	4,540.28	4,486.76
TOTAL	16,590.28	16,590.28	16,536.76
LOSS ON SALE OF FIXED ASSET	0.00	0.00	0.00
AMORTIZATION OF TCA	65,000.00	0.00	65,000.00
CAPITAL:			
-----			
CAPITAL PURCHASES-ADMIN	0.00	1,602.49	0.00
CAPITAL PURCHASES-PATROL	0.00	0.00	1,200.00
CAPITAL PURCHASES-PUBLIC WORKS	45,000.00	55,417.10	40,000.00
CAPITAL PURCHASES-RECREATION	0.00	0.00	0.00
CAPITAL PURCHASES-PARKS	0.00	0.00	0.00
CAPITAL PURCHASES-CAMPGROUND	0.00	0.00	0.00
TOTAL	45,000.00	57,019.59	41,200.00
CAPITAL PROJECTS:			
-----			
CAPITAL PROJECTS-ROADS	432,000.00	439,397.00	0.00
CAPITAL PROJECTS-SHOP	0.00	0.00	0.00
CAPITAL PROJECTS-DRAINAGE	15,000.00	11,402.53	0.00
CAPITAL PROJECTS-WALKING PATHS	0.00	0.00	0.00
CAPITAL PROJECTS-STORM OUTFALL	212,000.00	209,207.91	0.00
CAPITAL PROJECTS-ADMIN BLDG	50,000.00	10,588.75	0.00
CAPITAL PROJECTS-CAMPGRD W\R	0.00	0.00	100,000.00
TOTAL	709,000.00	670,596.19	100,000.00
TOTAL CAPITAL EXPENSES	754,000.00	727,615.78	141,200.00
BUSINESS INCOME EXPENSES	0.00	0.00	0.00
TOTAL	3,324,421.11	3,339,814.62	2,803,626.36
Description	2021 BUDGET	2021 ACTUAL	2022 BUDGET

**2022 Grant Allocations:**

<b>Grant Allocations</b>	<b>2022 Funding</b>
MSI Capital 2021 (Remaining)	145,575.00
MSI Capital 2022	155,178.00
<b>Total MSI Capital</b>	<b>300,753.00</b>
CCBF (GTF)	61,005.00
<b>Total</b>	<b>361,758.00</b>

**Capital Purchases or Project Considerations:**

Garbage Truck	
Road Paving	
Drainage	
Trails/Sidewalks	
Campground Washroom Improvements	

# Alberta Beach RFD - Request for Decision

**DATE:** April 8, 2022  
**TO:** Alberta Beach Council  
**FROM:** CAO Kathy Skwarchuk

**TOPIC:** Professional Development Policy  
Motion was that administration draft a Professional Development Policy

**POLICY STATEMENT:** Alberta Beach supports the professional development and learning for Council members and views this as an opportunity for improving the overall performance of the municipality.

**PURPOSE:** The purpose of the policy is to outline the courses which are legislated under the Municipal Government Act as mandatory training for Council members as well as the ongoing learning and professional development that Council members may participate in, the procedure for authorization to attend any learning or professional development programs and the procedure for reimbursement of costs.

**RECOMMENDED ACTION:** Request Council review and provide administration with direction and input on the policy.

**SUGGESTIONS FOR CONSIDERATION:**

Members of Council are not limited (or are limited) in the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the budget (or in the individual Council member budget for training, travel & subsistence and conferences/conventions budget).

Costs will not be reimbursed when attending a political party function of any type.

If a spouse/partner accompanies a member of Council to a conference/convention, the expenses of the spouse/partner for travel, meals and registration is considered a personal expense and will not be reimbursed.

Where the spouse/partner is invited through a conference to accompany the member of Council to banquets/receptions their ticket for the banquet/reception may be reimbursed if approved by Council or approved through the annual budget.

Councillors will review and submit a written report on the completion of any learning or professional development program at the following Council meeting.