



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday, June 15

10:00 am

Grovedale
Public Service Building

#1 CALL TO ORDER

#2 ADOPTION OF AGENDA

#3	MINUTES	3.1 Committee of the Whole Meeting minutes held May 18, 2021	2
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3.2 Business Arising from the Minutes

#4	DELEGATION	10:00	4.1 Lightcatch Delegation	8
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		10:30	4.2 Construction & Engineering Department Presentation	38
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#5	NEW BUSINESS	5.1 Election Discussion	51
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		5.2 Bylaw 21-876 Procedural Bylaw	60
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		5.3 Action List	98
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#6	CLOSED SESSION	10:15	6.1 Disclosure Harmful to Business Interests of a Third Party (FOIP, Section 16)	
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#7 ADJOURNMENT

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Administration Building
Valleyview, AB on Tuesday, May 18, 2021

1:
CALL TO ORDER

Deputy Reeve Bill Smith called the meeting to order at 9:00 a.m.

PRESENT

Ward 8	Deputy Reeve Bill Smith
Ward 5	Reeve Dale Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais (virtual)
Ward 4	Councillor Shawn Acton
Ward 6	Councillor Tom Burton
Ward 7	Councillor Roxie Chapman
Ward 9	Councillor Duane Didow
Ward 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Denise Thompson(virtual)
Deputy Chief Administrative Officer	Stacey Wabick
Interim Director Community Services	Dennis Mueller
Director Infrastructure & Planning	Roger Autio
Manager, Finance and Administration	Ed Kaemingh
Manager Communications & Marketing	Stacey Sevilla (Virtual)
Recording Secretary	Wendy Holscher

ABSENT

Ward 3	Councillor Les Urness
Chief Financial Officer	Aleks Nelson

#2:
AGENDA

MOTION: 21.05.40 Moved by: COUNCILLOR SHAWN ACTON
That the Tuesday, May 18, 2021 Committee of the Whole agenda be adopted as amended:

- Add Agenda Item 5.9 Update on Highway 40 Review Study
- Move Agenda Item 6.1 to be presented after Agenda Item 4.4

CARRIED

#3.1
COMMITTEE OF THE
WHOLE MINUTES

MOTION: 21.05.41 Moved by: COUNCILLOR TYLER OLSEN
That the Minutes of the Committee of the Whole meeting held on Tuesday, April 20, 2021 be adopted as amended.

- Correct the date on the adoption of the Agenda.
- Identify position of the Staff Sergeant who presented from Grande Cache.

CARRIED

**#3.2
BUSINESS ARISING**

3.2 BUSINESS ARISING FROM MINUTES:

- Harv Penner road closure will come back to a future Council Meeting

**#4
DELEGATIONS**

4.0 DELEGATIONS

VALLEYVIEW RCMP

4.1 VALLEYVIEW RCMP

MOTION: 21.05.42 Moved by: REEVE DALE SMITH

That Committee of the Whole accept the presentation from the Valleyview RCMP for information, as presented.

CARRIED

**SOLICITOR GENERAL
LETTER**

MOTION: 21.05.43 Moved by: COUNCILLOR DALE GERVAIS

That Committee of the Whole recommend to Council to send a letter to the Solicitor General to express our concerns on our dissatisfaction with the justice system.

CARRIED

**GP REGIONAL
HOSPITAL
FOUNDATION**

4.2 GRANDE PRAIRIE REGIONAL HOSPITAL FOUNDATION

MOTION: 21.05.44 Moved by: COUNCILLOR WINSTON DELORME

That Committee of the Whole accept the presentation from the Grande Prairie Regional Hospital Foundation for information, as presented.

CARRIED

AWN TOURISM

4.3 AWN INDIGENOUS TOURISM PRESENTATION

MOTION: 21.05.45 Moved by: COUNCILLOR WINSTON DELORME

That Committee of the Whole accept the presentation from the Aseniwuche Winewak Nation regarding a proposed indigenous tourism initiative at the Smoky River Provincial Recreation area for information, as presented.

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 10:30 a.m.

Deputy Reeve Bill Smith reconvened the meeting at 10:40 a.m.

**DEVELOPMENT
INQUIRIES**

4.4 DEVELOPMENT INQUIRIES – RATEPAYER

MOTION: 21.05.46 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole accept the presentation from Roxanne Perron for information, as information.

CARRIED

CLOSED SESSION	<p>6.0 CLOSED SESSION</p> <p>MOTION: 21.05.47 Moved by: COUNCILLOR SHAWN ACTON</p> <p>That the meeting go to Closed Session, at 10:53 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.</p> <p>CARRIED</p>
OPEN SESSION	<p>6.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY (FOIP, Section 16)</p> <p>MOTION: 21.05.48 Moved by: COUNCILLOR DUANE DIDOW</p> <p>That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:21 a.m.</p> <p>CARRIED</p>
OPERATIONS UPDATE	<p>4.5 OPERATION DEPARTMENT UPDATE</p> <p>MOTION: 21.05.49 Moved by: COUNCILLOR TYLER OLSEN</p> <p>That Committee of the Whole accept the update from the Operations Department for information, as presented.</p> <p>CARRIED</p> <p>Deputy Reeve Bill Smith recessed for lunch at 12:05 p.m. Deputy Reeve Bill Smith reconvened at 12:32 p.m.</p>
SPRING GRANT REQUESTS	<p>5.0 NEW BUSINESS</p> <p>5.1 2021 COMMUNITY SPRING GRANT REQUESTS</p> <p>MOTION: 21.05.50 Moved by: COUNCILLOR DUANE DIDOW</p> <p>That Committee of the Whole recommend to Council to award the 2021 Greenview Community Grants as amended.</p> <p>CARRIED</p>
BYLAW 20-865	<p>5.2 BYLAW 20-865 STURGEON LAKE AREA STRUCTURE PLAN – PUBLIC HEARING CONCERNS</p> <p>MOTION: 21.05.51 Moved by: COUNCILLOR TOM BURTON</p> <p>That Committee of the Whole accept the presentation from Planning and Development, reviewing concerns brought forward at the Public Hearing of Bylaw 20-865 Sturgeon Lake Area Structure Plan, for information.</p> <p>CARRIED</p>

- DEBOLT SANI-DUMP**
- 5.3 DEBOLT PROPOSED SANI-DUMP**
- MOTION: 21.05.52 Moved by: COUNCILLOR TYLER OLSEN
That Committee of the Whole discuss the proposed DeBolt Sani Dump location, costs, and on-going maintenance responsibilities.
- CARRIED
- GC EVENTS CENTRE**
- 5.4 GRANDE CACHE EVENTS CENTRE / COMMUNITY HALL**
- MOTION: 21.05.53 Moved by: COUNCILLOR TYLER OLSEN
That Committee of the Whole accept the Grande Cache Events Centre / Community Hall presentation for information, as presented.
- CARRIED
- GREENVIEW LOGOS**
- 5.5 GREENVIEW LOGOS AND CURRENT USES REPORT**
- MOTION: 21.05.54 Moved by: COUNCILLOR TYLER OLSEN
That Committee of the Whole accept the report with current internal and external use of logos for information, as presented.
- CARRIED

BYLAW 21-873

5.6 BYLAW 21-873 SCHEDULES OF FEES

MOTION: 21.05.55 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole recommend Council give second reading to Bylaw 21-873 "Schedules of Fees" with the following changes:

Agricultural Services – Schedule A

12. Conservation Equipment

12i. 50' Heavy Harrow with Granular Applicator Valleyview \$150.00
changed to \$250.00

12ii. 33' Heavy Harrow with Granular Applicator Grovedale \$150.00
changed to \$250.00

Protective/Enforcement Services – Schedule D

Fire Services – All Locations

1ii. After Hours Fire Inspection Request \$120.00 changed to \$75.00

1iii. Special Event Fire Inspection Request \$85.00 changed to \$50.00

1iv. Fire Inspection Services General Request \$85.00 changed to \$50.00

1v. Occupant Load Calculation Request (includes card and holder) \$85.00
changed to \$35.00

1vi. Property Search Request \$85.00 changed to \$50.00

1viii. Copy of Fire Investigation Report \$125.00 changed to \$50.00

1ix. Fire Investigation Photographs \$85.00 changed to \$50.00

Added to 1vii.

Fire Extinguisher Training (General Public) Free

CARRIED

FIBRE OPTIC

5.7 GREENVIEW FIBRE OPTIC PRESENTATION

MOTION: 21.05.56 Moved by: REEVE DALE SMITH

That Committee of the Whole accept the presentation regarding options for Greenview's future fibre optic service offering for information, as presented.

CARRIED

FIBRE OPTIC

MOTION: 21.05.57 Moved by: COUNCILLOR WINSTON DELORME

That Committee of the Whole recommends that Council direct Administration to bring forward an Expression of Interest proposal to engage third parties that may wish to consider development of Greenview's future fibre optic service offering.

CARRIED

- ACTION LIST**
- 5.8 ACTION LIST**
- MOTION: 21.05.58 Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the Action List for information as presented.
- CARRIED
- HWY 40 UPDATE**
- 5.9 HIGHWAY 40 REVIEW STUDY UPDATE**
- MOTION: 21.05.59 Moved by: REEVE DALE SMITH
That Committee of the Whole accept the update on the Highway 40 Technical Review Study progress.
- CARRIED
- 6.0 CLOSED SESSION**
- #7 ADJOURNMENT**
- 7.0 ADJOURNMENT**
- MOTION: 21.05.60 Moved by: DEPUTY REEVE BILL SMITH
That this Committee of the Whole meeting adjourn at 3:27 p.m.
- CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	DELEGATION – LIGHTCATCH CRIME WATCH APP		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 15, 2021	CAO: DT	MANAGER: SS
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Lightcatch for information, as presented.

BACKGROUND/PROPOSAL:

Administration has signed a one year agreement with Lightcatch, a free app that the public can use to report incidents such as suspicious activities, missing persons, vehicle collisions, property crimes, and more. The information provided is then uploaded onto a map, which other users can view and track.

Along with providing the public with information on ongoing and developing incidents, the app also encourages reporting crimes to law enforcement. Every time someone inputs a report, they are prompted through an alert to call the police.

Darren Boyer, Founder of Lightcatch, will be presenting to Committee of the Whole to show how the app will benefit Greenview ratepayers and answer any questions Committee of the Whole may have.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Committee of the Whole accepting the information as presented is Committee of the Whole will be informed on the purpose and function of the LightCatch app.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

- \$19,950.00 annually
-

STAFFING IMPLICATION:

There are no staffing implications for the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

N/A

ATTACHMENT(S):

- Powerpoint Presentation



**Proposal to lower crime rates and improve
community engagement for the Municipal
District of Greenview No. 16.**

June 2021

Lightcatch is a free app people use to protect their community.

Used for:

- crime prevention
- property crime reporting
- missing people
- warnings to the public

Designed after extensive consultation with policing and legal teams. Identities are completely protected.

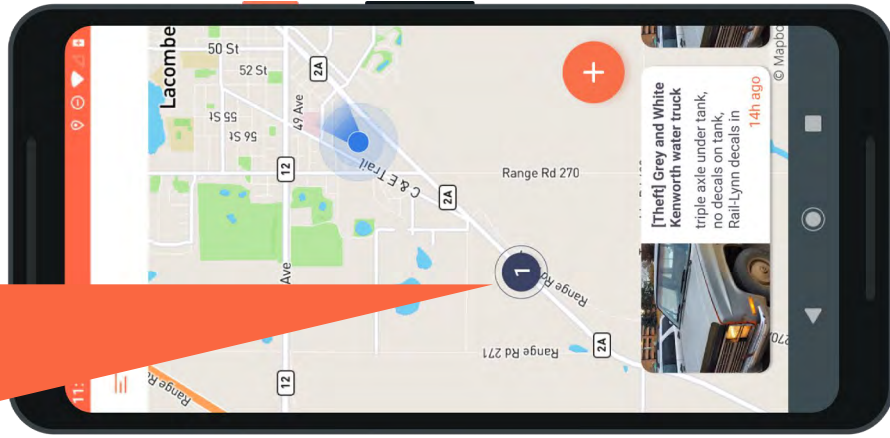
Each user sets locations that are important to them, like home or work. Every user who has locations within 20km of a new alert is then notified. Updates to that alert, that include a new location, reach a new group of users within 20km of this new point.

Like a block watch program at your fingertips.

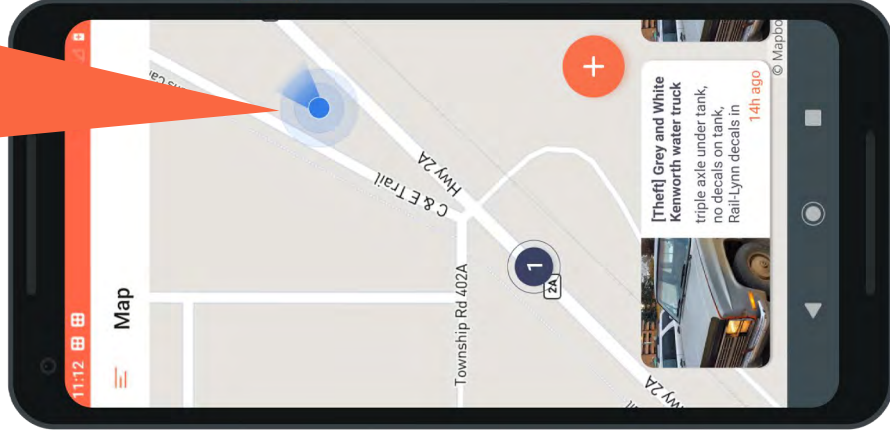
A visual interface



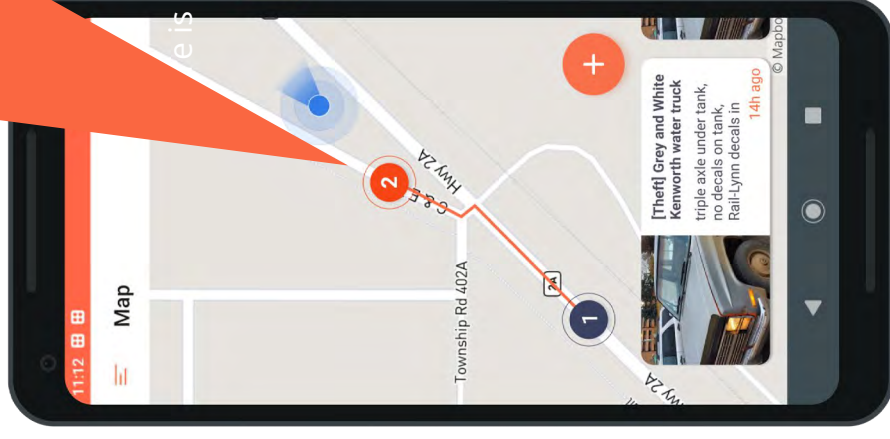
#1 An Alert comes in. The location is shown with the number 1.



#2 Your location is shown. You see if it is close.



#3 Updates show the location and the number of the update.



An example of crime being prevented



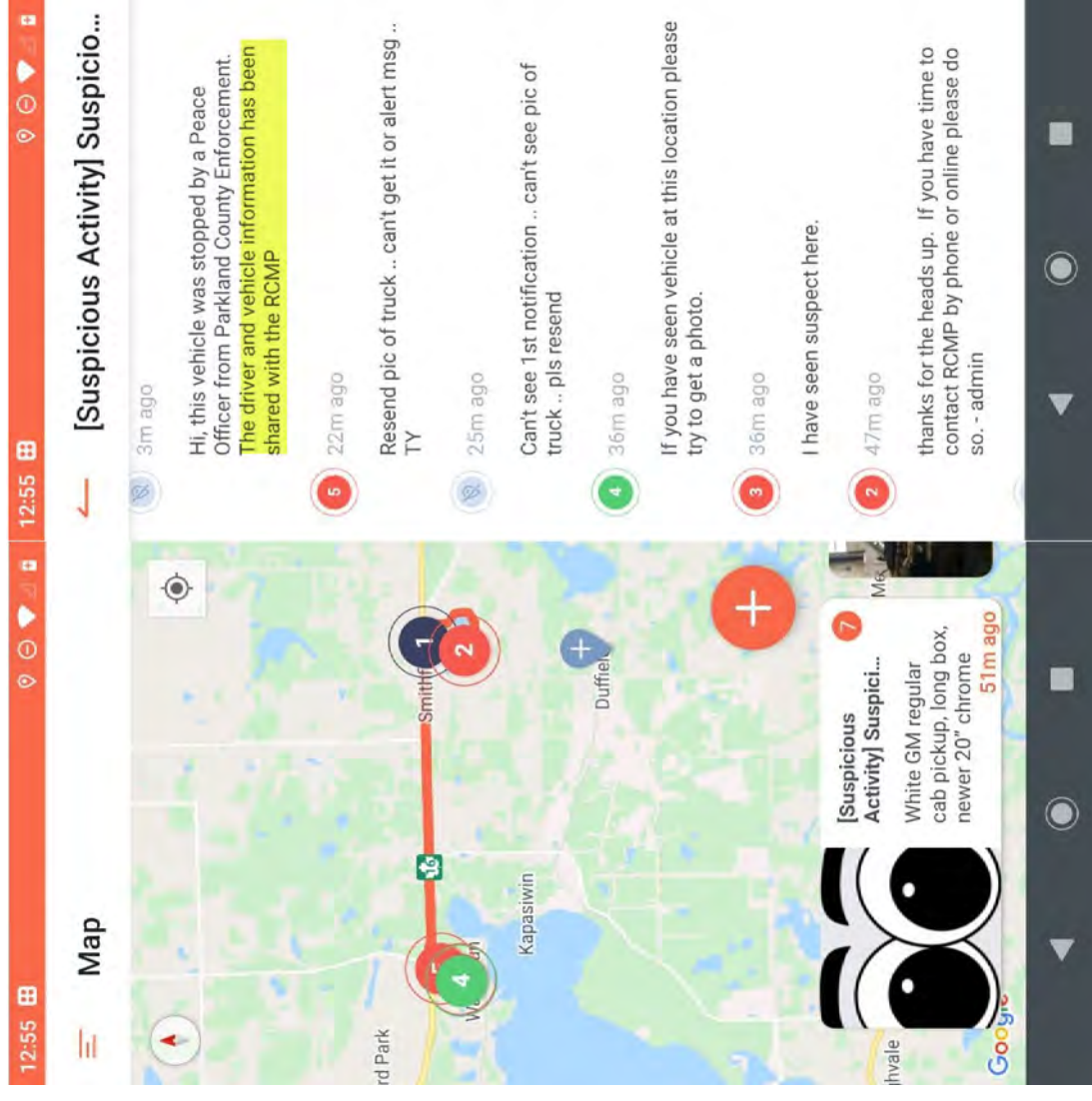
12:04pm **Something suspicious is seen at #1**

12:19pm Several kilometers away, someone saw the same. **#3**

12:30-12:54pm A Peace Officer saw the alert, identified the vehicle, pulled it over, and updated the RCMP and the community at **#4**.

It turned out to be some prolific copper thieves well known to RCMP. The lead was helpful to know they may start trying to operate in this area.

Effective deterrence was created in less than 60 minutes with three witnesses. RCMP were then updated.



Workflow of a typical 911 call exposes critical gaps.



Calls to 911 can not send video or images of what to look for! This makes suspect identification difficult and often ineffective.

Property crime today

Start



Crime happens at the yellow marker.



10 min later

Suspect may pass by homes but no one is aware of anything to look for.



15 min later

Suspect may pass by other vehicles but no one is aware of anything to look for.



20 min later

At some point it becomes too costly to trace the movement of goods and suspects.



Impaired drivers today

Start

Drunk driver



5 min later

A witness can not send in video or images to 911! Police get only verbal data to confirm the report.

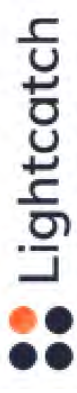


20 min later

Harm can occur from bodily injury and property damage that witnesses warned was unfolding.



We are paying for higher injuries and claims costs than necessary.



Insurers pass the costs of claims to policy holders.

Every year there are too many

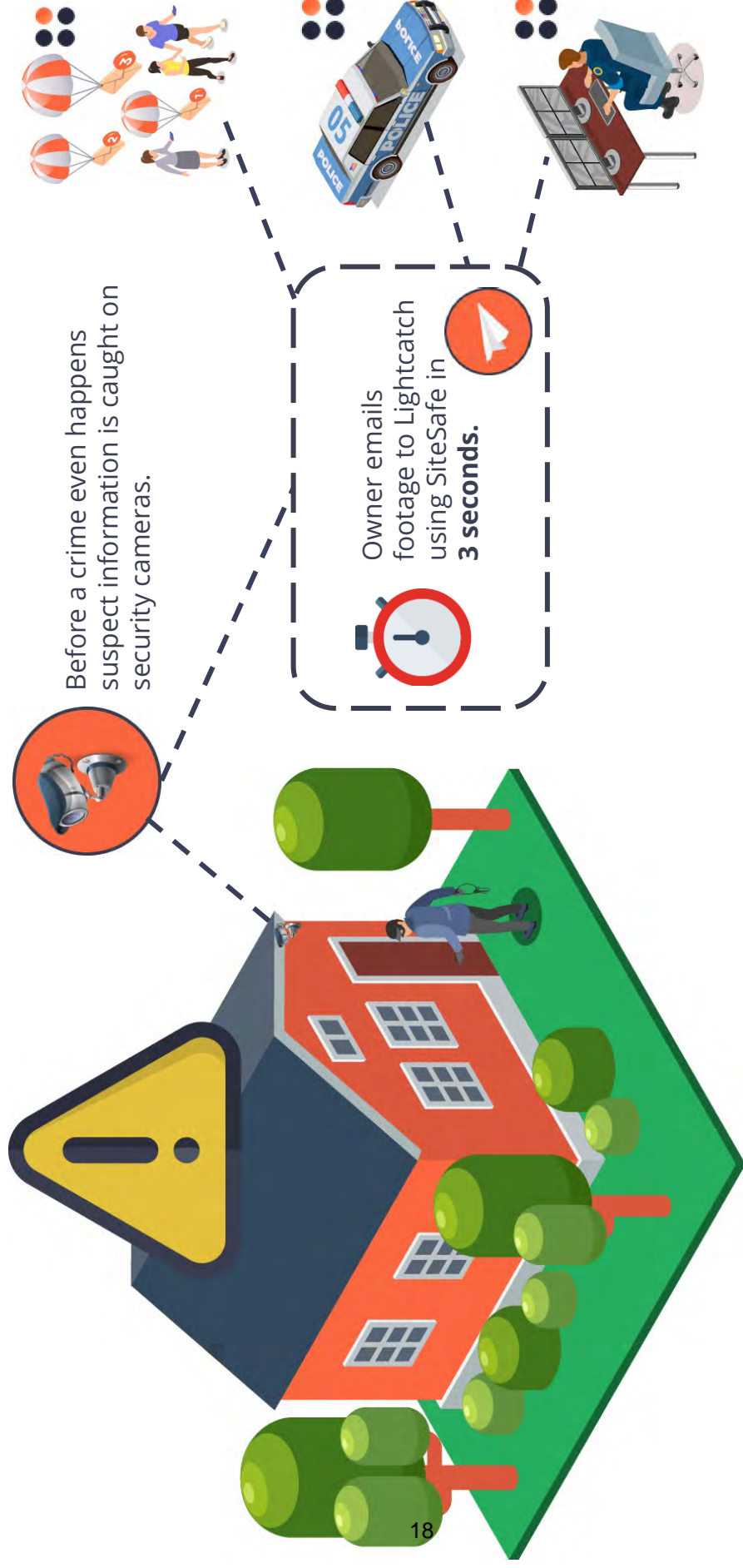
- Fatalities
- Injuries
- Destroyed property
- Stolen property

That don't need to occur.

"If a crime is preventable we should be trying to do whatever we can to prevent this crime," he says. "Offenders that steal vehicles often have little regard for the safety of other people, and they engage in high-risk driving behaviour, and quite often they'll use those vehicles to commit other crimes that victimize our community."

Sergeant Sean Graham –
www.mygrandeprairienow.com Mar 9, 2021

What can happen instead of the typical 911 workflow



Before a crime even happens suspect information is caught on security cameras.

Owner emails footage to Lightcatch using SiteSafe in 3 seconds.

Police get the same. As soon as a 911 call is made they can engage with all information in hand. Can also chat with creator.

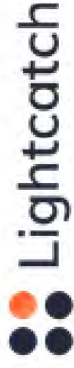
Peace officers, wildlife officers and more can see all the information plus all the updates in real time.

Video footage and images can be seen instantly, creating clarity and proof.



Lightcatch prompts every alert and update to call 911.

What can happen with property crime



Start

Owner emails footage to
Lightcatch in **3 seconds**.



10 min later

Suspect passes home.
New update made
showing direction of
travel.



15 min later

Suspect meets vehicle.
An update showing new
location is provided.



20 min later

Arrest can be made
using clear information
and just enough
resources.



What can happen with dangers to road safety

Start

Impaired driver



5 min later

A witness sends in video, images, a precise location, time and more to create actionable information.

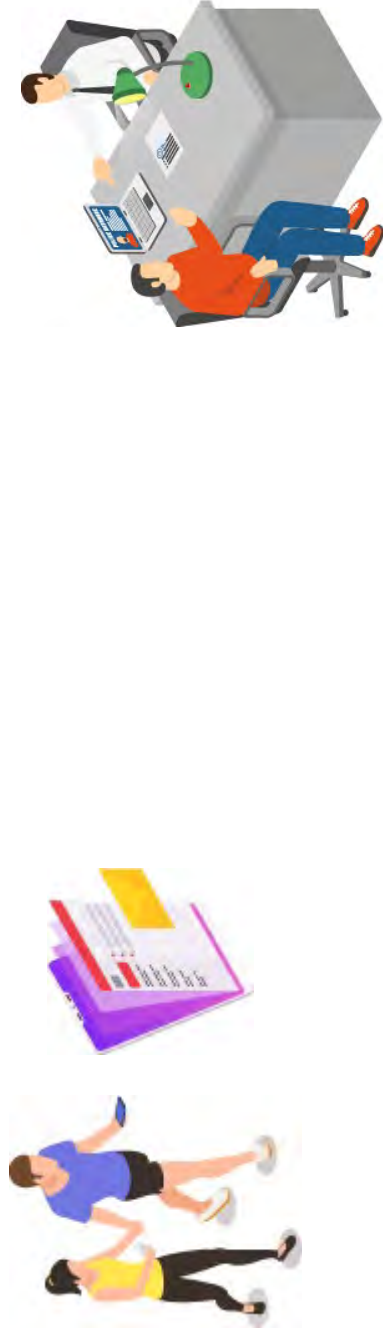
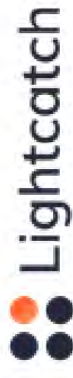


10 min later

Images give policing better accuracy. Dangers can be stopped quicker.



A safer place to live and do business



86.6% of all thefts reported on Lightcatch within 1 hour of the crime have a good outcome.

Those results were over 5 months in 3 cities and 9 counties.

Property crime, suspicious activity, dangerous driving are solveable problems.










99.5% miss these things

Under the stress of a crime people almost always miss critical information.





- They report, on average 12 hour late, so the bad actors have a headstart.
- There is no video of the incident, which introduces doubt.
- There are poor images of what to look for so visual confirmation is limited.
- A clear description of the unique identifiable features is missing.
- There is so little information there is little emotional connection to help.

The Ambassador program can help stop these barriers to crime prevention.

9 Counties with Free Admin Support

-  12 hour average time to report thefts
-  57% good outcomes for all thefts
-  <60 Minutes more than 1/2 of all suspicious activity alerts
-  20% theft alerts reported in under 1 hour
-  86% good outcomes for thefts reported in under 1 hour

All other Counties

-  24 hours average time to report thefts
-  22% good outcomes for all thefts
-  12 hrs average suspicious activity alert
-  3% theft alerts reported in under 1 hour

1 Year Ambassador program – \$19,000

The Ambassador role has a budget of \$5,000.

60 hours of this budget is for in person or online training for any non-profit group, industry group, or community group within the Municipal District’s boundaries. Groups of 10 more will be preferred

General Information sessions will be held online or in person for all people who live or work in the Municipal District of Greenview.

40 hours will be used to review online media on a daily basis. The Ambassador will engage with the person reporting. The Ambassador will often cross-posting to Lightcatch and social media.

\$14,000 will be used by Lightcatch to deliver all other deliverables from #2-#5.

Expected Results

- 1 Council will see a significant reduction in rural crime over previous years benchmarks.
- 2 Faster response times for crimes, or warnings, or calls for help from law enforcement and the public.
- 3 An increase in engagement, higher feelings of safety, and better feelings of connectedness.

Council will be able to give clear steps ratepayers can take to lower rural crime rates.

#1 Online & In person training sessions

- Ag Societies, Industry groups, Volunteer Fire Halls, Municipalities
- Demonstrate and support for app install, usage and the 7 Steps to Rural Home Safety

#2 Active improvement of alerts and updates

- 95+% content from the public needs a lot of improvement
- Creation of alerts on behalf of ratepayers if needed

#3 Monthly reports to stakeholders

- Reports will show results of users, user engagement levels, and how those actions compare to benchmark's in other Counties.
- Clear actionable steps to prevent crime will be known.
- Quarterly reports to Council via online meeting.

#4 Logo's for Municipal District staff input like sample below

- Logo's will raise the visibility of the Municipal District's support.
- Input is anonymous, only the log is shown.



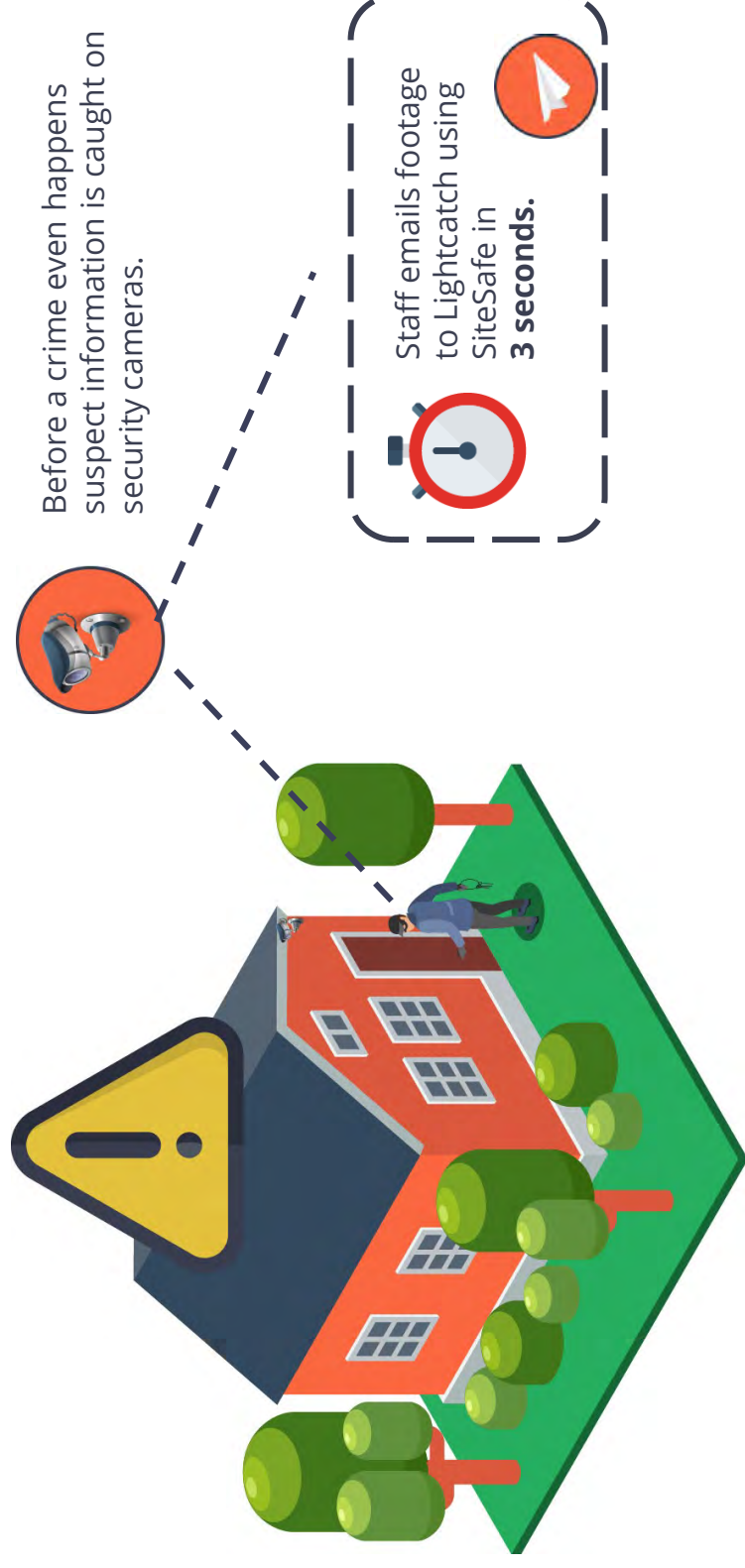
Jul 10, 01:30 PM

Update by the Volunteer team at [Beaverlodge Rural Crime Watch](#)



#5 SiteSafe service will be supplied to all facilities

- Facilities Managers, front line supervisors, alarm monitoring contractors can create alerts in <3 seconds





Leanne Van Wagner

President of the Beaverlodge District Rural Crime Watch Association

County of Grande Prairie

As of May 10, 2021, the County of Grande Prairie in partnership with the Beaverlodge District Rural Crime Watch launched a crime prevention pilot project using the Lightcatch app.

Leanne Van Wagner, the President of the Beaverlodge District Rural Crime Watch, says “This app is really good for reporting crimes like stolen vehicles.”

“It (the app) is real-time. When you normally phone 911 or the RCMP, there’s no video, audio and there’s just the reporting. When people can see a visual of a red truck or a blue quad that means quite a bit, there’s identification in just having a picture sometimes.”

“When you can see it (the app) in action it’s amazing,” explained Van Wagner.



Corinna Williams

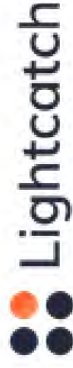
Deputy Reeve of Northern Sunrise County
President 700 member Northern Sunrise County Rural
Crime Watch

All Municipalities are concerned about crime. Lightcatch has lots of information and data that can help a Municipality, Village or Town empower their residents to be part of the solution.

Working with Darren Boyer and Lightcatch the app gives real time awareness to theft and crime. SiteSafe is an easy tool that informs every Lightcatch app user in the area footage of the incident. A picture writes a thousand words and this is just one part of the success that has led to vehicles being recovered when reported within the first hour to the app.

Lightcatch with their 7 steps to protect your rural property is an excellent example of how Lightcatch can empower communities to build a safe and secure neighbourhood. Be the neighbourhood that the offenders don't want to be seen in.

What others are saying



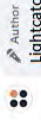
Lets get more people using the app....

Clearwater Community Crime Watch
I got the alert on my phone this morning when it was spotted in Rocky Mountain House so my map shows the 3rd spot. The Lightcatch app is working. Let get more people using this app and lets put the pressure on these criminals. Share the Lightcatch App and sign up your neighbors and friends..

I feel so much safer living in this community.
Thank you again

Sylvia Russell-Parsons
Thank you so much for your help. Hopefully our Razor will be found along with the rest. But this is a major find. I am very impressed in how you are doing this. I feel much safer living in this community. Thank you again.

Like · Reply · Message · 4h



Lightcatch
Sylvia Russell-Parsons This was very much appreciated!

If there weren't so many people in the Rimbeigh thru to Red Deer area who got Lightcatch this year it would never have come together. I'll try to send your thank you message to them via email as it... [See More](#)

Like · Reply · Commented on by **Darren Boyer** · 4h · Edited

Sylvia Russell-Parsons
Lightcatch Thank you again. I am so impressed with how thorough you are. It is exciting to have our trailer found. And again we are so grateful for all your support. Winning again the bad guy. I love it. Yes. An email would be nice. I can send you m... [See More](#)

Like · Reply · Message · 4h

Love the info and alerts....

I mentioned light catch an the female officer said she has been hearing alot about the app 😊

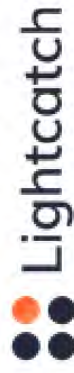
lol - vehicle thefts are down 41% in Red Deer thanks to people there helping like you did. it's been great. Thanks for passing it along.

Thanks for all your hard work with the app...love the info and alerts...helps to keep them criminals looking over their shoulders

Free Network Included



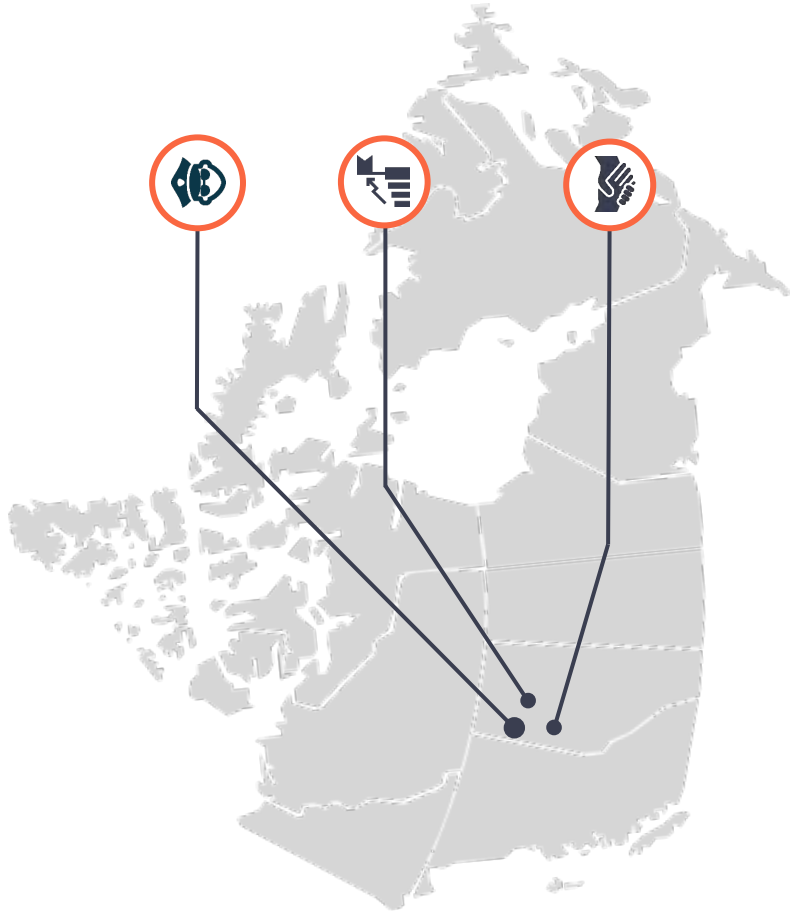
Thousands of people use Lightcatch every month.



Any one of those app users can be the witness police need to stop or resolve a crime

These existing users have seen some of the success stories and world class innovation Lightcatch has brought to the marketplace.

Local industry, local security system providers, and insurance companies can build and grow from the Municipal District of Greenview's investment in the Ambassador program.



Frequently Asked Questions - FAQ

What if someone posts something that is incorrect or deliberately erroneous?

There are several protocols and technologies to prevent incorrect information from being on the app.

First, every human face is blurred using an Artificial Intelligence technology. The face will be unblurred only after a member of the Operations team has reviewed the alert and has confirmed there is enough evidence to believe this is in fact a crime. The team member then manually overrides the blurring function.

Suspicious Activity content does not qualify for a face to be unblurred. The public can see the clothes worn, the shape of the suspect but not the face in these kinds of alerts.

Second, Content reviews are conducted by an Operations team 24 hours per day, seven days per week. Inappropriate photos are removed. Threats or accusations that can not be backed up with a police file or video evidence can be declined.

Photos of a suspect near a scene of a crime at the time of the crime may be permitted. When photos are used but there is not yet a video or a police file in the alert that confirms the crime, those images are escalated to a senior operations person for a more thorough review.

Frequently Asked Questions - FAQ

Third, Naming a suspect on the app is generally not permitted. There are exceptions but it requires very specific proof of a crime and more. Those criteria are public.

Fourth, Lightcatch operations team has the power to decline user's posts and or block any user. An internal rating of a users past behaviour is also available and is useful to help make judgement calls should a questionable alert be made.

Important Background Information

Studies of vigilante actions in North America generally conclude that the majority are not done by a sole actor. The majority of examples occur when a mob mentality develops and the actions evolve into something illegal. Since our content is moderated and person to person content is not possible there are built in safeguards against a mob mentality building with Lightcatch. People are not likely to be worked into a frenzy from an alert on Lightcatch because their communication is being moderated in real time.

An operations team may decline any content or the instigator can be blocked if volatile situations began to develop.

Frequently Asked Questions - FAQ

What percentage of the population have to be users to be effective?

Our target will be 1,000 to 4,000 users within the Municipal District of Greenview. Results will normally start to appear with much fewer users.

What does the app cost users?

The Lightcatch app is free to download and use and is available on the Apple App Store and Google Play Store.

What is the difference between this and Rural Crime Watch?

The two are complimentary services. The Rural crime watch organizations serve as a conduit to inform property owners about effective services that can help prevent crime. Crime watch members can also act as a regional voice regarding issues around crime and crime prevention.

Our service is much more about specific crime prevention steps the public can take in real time. It is more immediate. It also serves a much wider audience. Our target is 5-10% of the North American population using Lightcatch. This is roughly 40 million people. Alberta rural crime watch has 30,000 members.

Frequently Asked Questions - FAQ

How does law enforcement factor into this?

The police act on information provided from the Lightcatch community all the time. This happens within multiple provinces detachments and police services.

Policing has always used official and unofficial sources to do police work. The effectiveness of the source is based on the credibility of the information. Our 24x7 Operations team, and code of conduct on the app, helps ensure the app remains as credible a source for police work as possible.

Many police officers have reached out to us to personally thank us for the effectiveness of the app and to let us know they are using it in the course of their police work. Some detachments have told us all members of that detachment are expected to use the app.

A formal recognition process for Lightcatch within the RCMP, Edmonton Police Service, Calgary Police Service and more is ongoing. While that recognition will be welcome when it arrives it has not been a deterrence to date.

Frequently Asked Questions - FAQ

What liability risk is there to a local government that supports this?

We are not qualified to know the risk liability.

In our opinion, the liability exposure to support Lightcatch is likely lower than the liability exposure of doing nothing.

There may be a liability risk from negligence develop at some point. For example, the tragedy of the Nova Scotia shooting has unfolded into an inquiry. We can document very clearly how the use of Lightcatch would have helped the public and policing avoid the communication miscues that unfolded at many points of that incident, especially the Sunday morning events.

We can even make a strong case how the public would have been much safer had Lightcatch been used than the amber alert system on that tragic day.



REQUEST FOR DECISION

SUBJECT:	Construction and Engineering Presentation		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 15, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CONSTRUCTION & ENGINEERING	GM: RA	PRESENTER:
STRATEGIC PLAN:	Choose an item.	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Construction and Engineering for information, as presented.

BACKGROUND/PROPOSAL:

Administration will be providing Committee of the Whole with an update on various aspects of the Construction and Engineering department.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Committee of the Whole accepting the recommended motion is that they will be informed of Construction and Engineering's activities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is ...

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint Presentation



CONSTRUCTION & ENGINEERING

Infrastructure & Planning

Our Team



STACEY REIMER
ADMINISTRATIVE SUPPORT



OLA OSHO
BRIDGE AND ROAD
INSPECTOR



ALEX KLASSEN
ENGINEERING DESIGN
TECHNOLOGIST



LEAH THOMPSON
MANAGER, CONSTRUCTION
& ENGINEERING

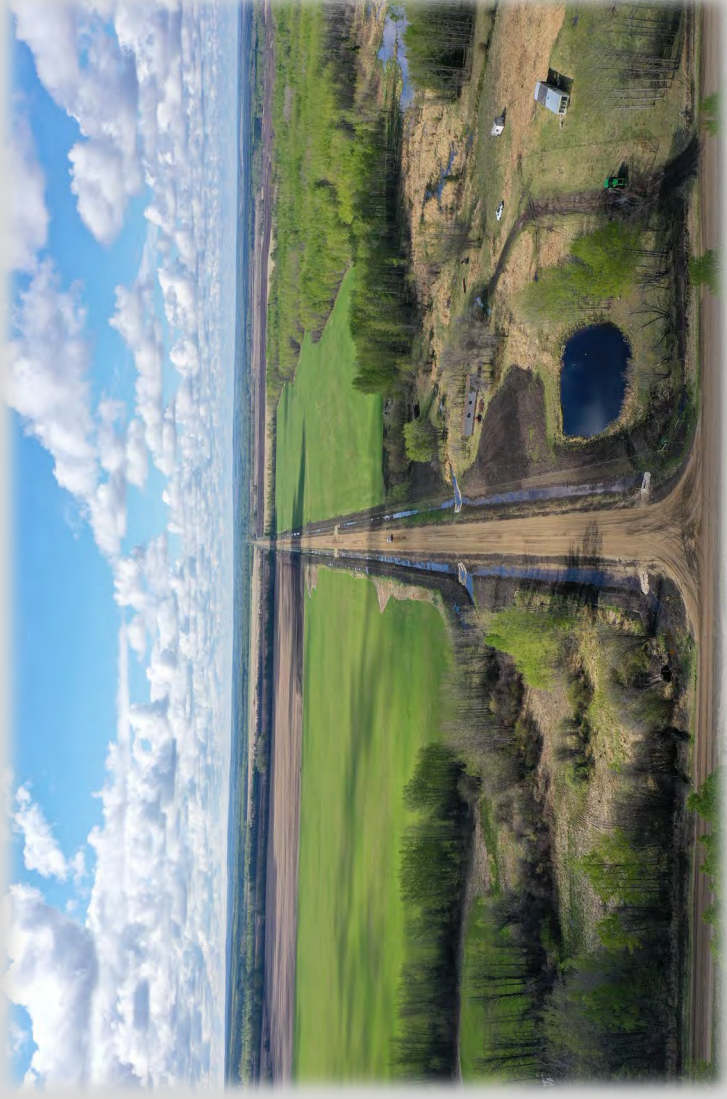
Ditch Cleaning & Dam Removal

- Throughout the winter of 2020, administration exceeded the expectation of improving drainage within the existing roadways to ensure the flow of water was successful in the spring
- Culvert replacements are being completed in all areas. All culverts are being increased to 800mm or larger. This will help for future water issues.
- DeBolt, Puskwaukau, and Crooked Creek area – 44km
- Valleyview, New Fish Creek area – 31km

Township Road 724



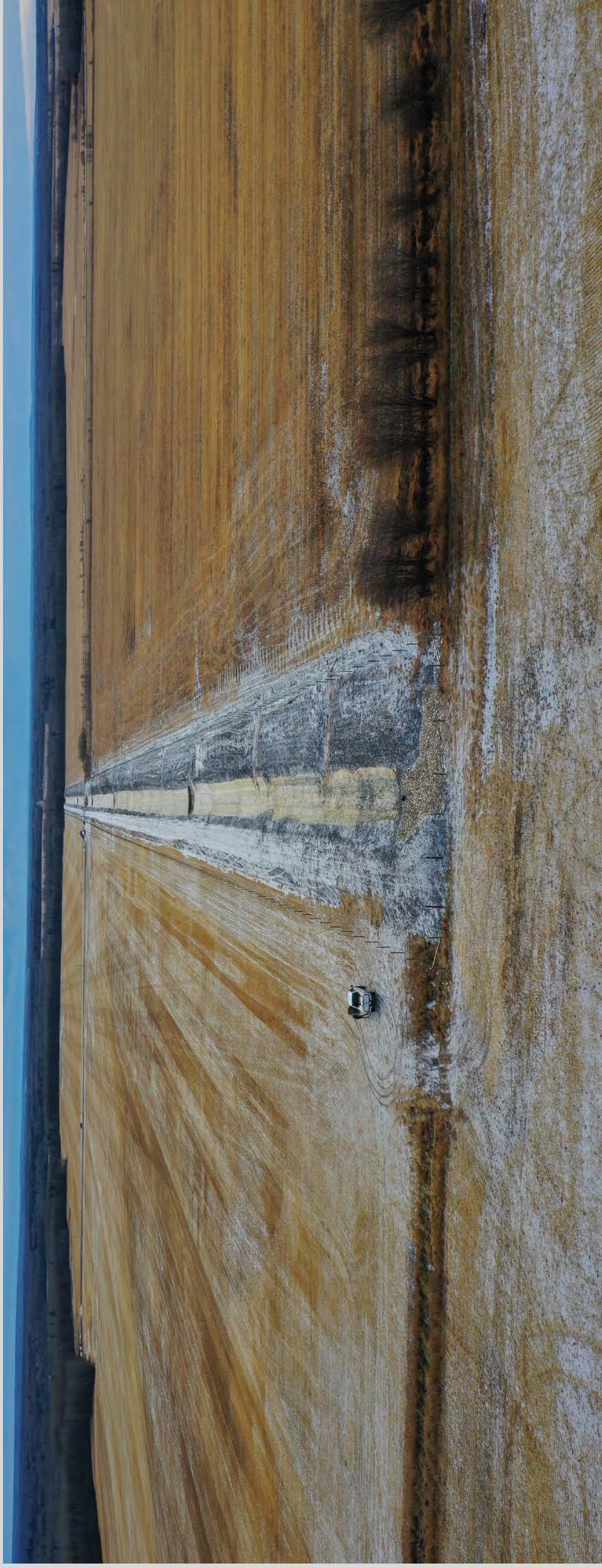
Range Road 201 – Regrade Project



Moody's Crossing Centre line



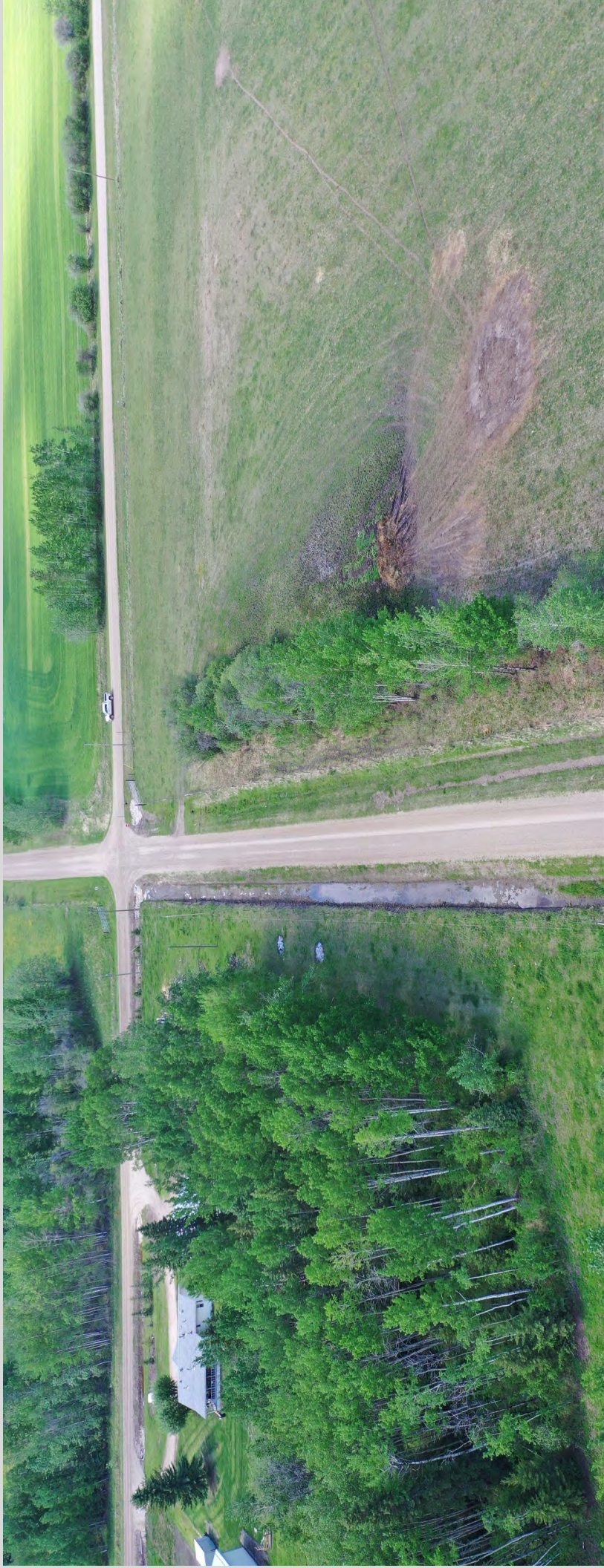
Range Road 195 and Township Road 691



RR 261 Drainage



261 cont'd



Interdepartmental Relations

What we are doing:

- Building relationships within departments. Ensuring all projects are completed in a timely matter.
- Construction & Engineering works especially close with the Operations department, Meeting regularly to discuss upcoming projects.
- The Manager of Construction & Maintenance meets with the Day Labour Supervisors to discuss upcoming projects.

Landowner Relations

What we are doing:

- Building relationships with landowners through positive conversations and involvement.
- Engaging landowners by working together for a positive outcome, listening to there questions and concerns, both positive and negative, and working out solutions together.
- Taking the time to get to know them and what they are expecting from Greenview, while explaining what Greenview can do for them.
- Positive results are coming from these small steps in building the relationship between landowner and Greenview.



REQUEST FOR DECISION

SUBJECT:	Election Discussion		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 15, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Local Authorities Election Act, R.S.A. 2000, Chapter L-21.

Council Bylaw/Policy (cite) –Elections Bylaw 20-862.

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation on 2021 Election matters for information as presented and recommend the following matters to be brought to Council:

BACKGROUND/PROPOSAL:

Administration is bringing forward a number of election items for Council information and feedback relating to the upcoming election.

Firstly, Administration wants to confirm that Council would still like to have polling stations open 8:00 a.m. - 8:00 p.m. instead of the legislated 10:00 a.m. – 8:00 p.m. Operationally, having the polling stations open for 12 hours requires that two shifts of election workers be hired for each station to accommodate set up, 12 hours of voting, counting of ballots, and clean-up/delivery of ballots to a secure location overnight. Each polling station will have a minimum of 3 workers for each shift, with Grande Cache (Co-ops and Hamlet voting at same station) having 5-7 employees per shift. All-in-all Administration is looking at about 55 elections workers total. In the past, it has been difficult to find enough election workers and census workers from the general public. Greenview staff will be utilized to fill in any shortages. If Council would like to change back to the 10:00 a.m.-8:00 p.m., Administration will have to amend the Elections bylaw (and have all three readings) at the next Council meeting.

Secondly, Administration is planning the Advance vote for October 13th from 5:00-8:00 p.m. There is no required time or date for this, Greenview is just mandated to have an advance vote based on our population. We can extend this from 4:00 p.m. – 8:00 p.m. but it has only been 3 hours in the past. The advance vote will be held in every ward, with the Hamlet of Grande Cache and the Coops sharing a polling station.

Thirdly, Administration is seeking Council input on having special ballots (mail-in). At this time, Administration is not recommending the use of special ballots as the circumstances in which a special ballot may be requested are very limited and Administration does not feel that the special ballot will be widely used by voters. A voter may only request a special ballot if they are unable to vote in person at a voting station

due to a) physical disability, b) absence from the local jurisdiction, or c) if they are an election worker that will be unable to go to the appropriate voting station to vote. If Council believes this should be an option, Administration will bring forward a draft resolution for Council. Administration was hopeful that the Government of Alberta would open up the provision to allow more people to be able to utilize the special ballot to mitigate risks associated with covid or allow vulnerable persons such as seniors to use mail-in voting, but the province has no intention of doing this.

Lastly, Administration would like Council input on offering an institutional vote for Seniors homes within Greenview. An institutional vote would occur at select facilities, for a specified period of time on the day of Advance Vote and on Election Day (likely 2 hours each). It would also require the staffing of 2 additional Deputy Returning Officers per institutional vote location.

BENEFITS OF THE RECOMMENDED ACTION:

1. Administration can prepare the necessary resolutions of Council and continue with the planning of the election.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole may take any alternative action noted in the background.

FINANCIAL IMPLICATION:

Financial implications are dependent on the recommended action. Certain actions require additional staff that would increase the costs. Additionally special ballots have an added material cost.

STAFFING IMPLICATION:

Certain decisions require additional staff resources (Institutional Vote), extended voting hours, etc.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will bring forward the necessary resolutions.

ATTACHMENT(S):

- Elections Bylaw



BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for conducting of general elections in the M.D. of Greenview.

Whereas, the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, (the Act) as amended provides for the holding of general elections; and

Whereas, the Act further provides that the municipality may, by and agreement, conduct and election in conjunction with an election for representatives of a school district pursuant to the School Act, R.S.A. 2000, Chapter S-3, as amended; and

Whereas, the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended provides for the submission of bylaws and questions to the electors.

Therefore, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. Title

1.1 This bylaw may be cited as the “Municipal Elections” Bylaw.

2. Definitions

2.1 All words and phrases in this bylaw shall have the same meaning as the Local Authorities Election Act.

3. Application

3.1 This bylaw applies to all general elections conducted in Greenview.

3.2 Matters and processes not covered in this bylaw shall be handled in accordance with the Local Authorities Election Act.

3.3 By-elections shall be conducted in accordance with the Local Authorities Election Act.

4. Returning Officer

4.1 Council shall appoint, by resolution, a returning officer for the municipal election no later than June 30th of the year in which a general election is taking place.

4.2 Council shall appoint by resolution, a substitute returning officer for the municipal election no later than June 30th of the year in which a general election is taking place.



BYLAW NO. 20- 862

of the Municipal District of Greenview No. 16

4.3 The returning officer is authorized to appoint one or more deputy returning officers and any other officials they deem necessary to fulfill their duties under the Local Authorities Election Act or this bylaw.

5. Joint Election

5.1 The returning officer is authorized to enter into agreements between Greenview and the school divisions in the area to conduct elections for the positions of school trustee, if required.

6. Nominations

6.1 A person may file a nomination to become a candidate for a general election within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day.

6.2 Nomination day for a general election is 4 weeks before election day.

6.3 The returning officer shall give notice of nomination day by publishing a notice at least once a week in each of the two weeks before nomination day in a newspaper circulating in the area, as well as on the Greenview website.

6.4 The person nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements under the Local Authorities Election Act. The returning officer shall not accept incomplete nominations, or nominations received after 12 noon on nomination day.

6.5 Nomination packages can be dropped off with a deputy returning officer at any of the following locations:

- a. **Valleyview Administration Building** 4806 36 Avenue, Valleyview, AB.
- b. **Grovedale Public Service Building** 56361 Township Road 695A, Grovedale, AB.
- c. **Grande Cache Public Service Building** 10002 Shand Avenue, Grande Cache, AB.

7. Death of a Candidate

7.1 If prior to the opening of the voting stations on election day, a candidate for an elected authority dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority should, as soon as practicable, provide for the holding of a new election for that office.

8. Ballots



BYLAW NO. 20- 862

of the Municipal District of Greenview No. 16

- 7.1 Ballots for candidates shall be in the general form prescribed by the returning officer in “Appendix A”.
- 7.2 Sufficient ballots shall be printed to ensure that there are ballot cards available for each elector who wishes to vote.
- 7.3 A separate ballot shall be used for:
 - a. The offices of Councillors;
 - b. The offices for school representatives or trustees;
- 7.4 Each ballot shall:
 - a. Contain a brief explanatory note stating the maximum number of candidates for each office for which an elector can vote without making the ballot void; and
 - b. Provide a space for the elector to mark the electors vote beside each office or question on the ballot.
- 7.5 Candidates names shall be listed on the ballot alphabetically by last name. Each last name will be capitalized and bolded.

8 Voting Stations

- 8.1 The returning officer is hereby delegated the authority to designate the locations of the voting stations.

9 Advance Voting

- 9.1 Greenview will conduct an advance vote in accordance with the Local Authorities Election Act.
- 9.2 The returning officer must determine the days and hours when the advance vote is to be held.
- 9.3 The returning officer is authorized to establish the number of advance voting stations the returning officer considers necessary.

10 Institutional Voting

- 10.1 Council by resolution, or the returning officer, if authorized by resolution of Council, may designate the location of one or more institutional voting stations for an election.
- 10.2 If it is determined that an institutional vote will be held, the returning officer is authorized to set appropriate dates and times for holding the institutional vote.
- 10.3 The dates and times of the institutional vote will be posted at the institution at least two (2) days before the vote is to be taken.



BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16

- 10.4 The deputies, accompanied by an official of the institution, will locate a portable ballot box in a common area for those patients or residents who desire to vote during the designated times.

11 Special Ballots

- 11.1 Council may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:
- 11.1 In writing;
 - 11.2 By telephone;
 - 11.3 In person;
 - 11.4 By Email
- 11.2 If Council has made a resolution for special ballots, an elector may apply to the returning officer for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.
- 11.3 Electors who wish to make application for a special ballot in accordance with this bylaw, must provide to the returning officer the elector's:
- a. First and last name;
 - b. Residential municipal address (Legal Land Location or Rural Address);
 - c. School elector status if voting for a trustee of a board of a school division;
 - d. Mailing address for delivery of special ballot;
 - e. Contact phone number;
 - f. Email address; and
 - g. Reason why the special ballot is requested.

12 Voting Hours on Election Day

- 12.1 Every voting station shall be kept open continuously on election day from 8:00 a.m. to 8:00 p.m.

13 Severability

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

14 Repeal

- 14.1 Bylaw 17-779 "Election Bylaw", 95-142 "Nomination Hours Extension", Bylaw 98-256 "Nominations Received Grande Cache", Grande Cache Bylaw 763



BYLAW NO. 20- 862
of the Municipal District of Greenview No. 16


“Municipal Election Bylaw” and Grande Cache Bylaw 148 “Voters List Unnecessary” are hereby repealed.

This Bylaw shall come into force and effect upon the day of final passing and signing.

Read a first time this 9th day of November, 2020.

Read a second time this 9th day of November, 2020.

Read a third time and passed this 23rd day of November, 2020.



REEVE




CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 20- 862
of the Municipal District of Greenview No. 16**

Appendix A: Ballot Template

 Municipal District of Greenview	<p align="center">LAST NAME, First Name</p>	
<p align="center"><u>YEAR</u> Municipal Election</p>	<p align="center">LAST NAME, First Name</p>	
<p align="center">Election of a Councillor for Ward #</p>	<p align="center"><i>THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS ____</i></p>	<p align="center">*****</p>



REQUEST FOR DECISION

SUBJECT:	Bylaw 21-876 Procedural Bylaw		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 15, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	DCAO	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 145 and 203, Meeting Procedures Covid 19 Suppression Regulation, AR 50/2020.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole recommend Council make the following amendments to the Procedural Bylaw:

BACKGROUND/PROPOSAL:

- Section 145 A council may pass bylaws in relation to the following:
- (a) the establishment and functions of council committees and other bodies;
 - (b) procedures to be followed by council, council committees and other bodies established by the council.
- Section 203
- (1) A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee or any person unless an enactment or bylaw provides otherwise.
 - (2) A council may not delegate
 - (a) its power or duty to pass bylaws,
 - (b) its power to make, suspend or revoke the appointment of a person to the position of chief administrative officer,
 - (c) its power to adopt budgets under Part 8,
 - (d) its power with respect to taxes under section 347, and
 - (e) a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to a council committee and authorized by bylaw.
 - (3) The council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter

On April 27, Council made a motion requesting the Procedural Bylaw be brought forward for review. There were several areas of discussion that have been included in the draft bylaw. These include:

- Deputy Reeve Appointments be made for a period of 1 year.
- That the names of the members voting for or against be recorded in the minutes for all motions.
- That a provision be included to allow for anonymous voting or secret ballot voting in the case that the Organizational Meeting needs to be held Electronically.

Administration made several recommended amendments as well to provide greater clarity and capture current processes:

- Previous amendments were consolidated into this new bylaw. With all the changes, Administration is recommending a repeal and replace of Bylaw 19-809 and all amendments thereto.
- Changes were made to the Organizational Meeting Section to provide clarity and the appointment of Deputy Reeve is for a period of 1 year instead of 6 months.
- Changes were made to the Committee of the Whole Section outlining the functions and processes of COW.
- Minor revisions were made to electronic meetings and attendance by electronic means to ensure compliance with the MGA. Note: there is a temporary regulation in place that governs meetings electronically through Covid. The provisions of the regulation have not been captured here. If they are made permanent, the Procedural Bylaw will have to be amended.
- The Minutes section was amended to include that the names of those who vote for or against be recorded for all motions.
- Addition of CAO or designate as a signatory on minutes (this is done in practice but was not captured in the bylaw).
- Policy Review Committee provisions were also added to the bylaw. This serves to clarify questions surrounding which councillors can attend PRC, as well as the mandate of PRC from Council.

Council requested that the Procedural Bylaw be brought to Committee of the Whole for further discussion.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Procedural Bylaw will be up to date, consistent with legislation, and capture current processes.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole may make additional recommended changes.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

Inform - To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will make any amendments necessary and bring the bylaw for third reading.

ATTACHMENT(S):

- Bylaw 19-809, 20-846 (current and amendment)
- Bylaw 21-876 (Revised)



BYLAW NO. 21-876 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

And Whereas, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

Therefore, the Council of the M.D of Greenview No. 16 enacts as follows:

1. Short Title

- 1.1. This Bylaw shall be cited as the "Procedural Bylaw."

2. Definitions

- 2.1. **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- 2.2. **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 2.3. **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- 2.4. **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5. **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6. **Call for the Order of the Day** means to demand to take up the proper business in order.

- 2.7. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- 2.8. **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.
- 2.9. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10. **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- 2.11. **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12. **Council Committee** means a committee established by Council containing the entirety of Council Members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council.
- 2.13. **Delegation** means an individual or group making a presentation to Council or Council Committee.
- 2.14. **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- 2.15. **Electronic Meeting** means a meeting conducted through electronic communications.
- 2.16. **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 2.18. **Inaugural Organizational Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- 2.19. **Member** means either Council, Council Committee or Board Members.
- 2.20. **Municipal Government Act (MGA)** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 2.21. **Pecuniary Interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 2.22. **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- 2.23. **Point of Order** means a demand that the Chair enforce the rules of procedure.

- 2.24. **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
 - A. Organization or existence of Council;
 - B. Comfort of Councillors;
 - C. Conduct of administrative employees or members of the public in attendance at the meeting;
 - D. Accuracy of the reports of Council's proceedings;
 - E. Reputation of Councillors or Council.
- 2.25. **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26. **Privileged Motion** means motions that cannot be debated including
 - A. A motion to recess;
 - B. A motion to adjourn;
- 2.27. A point of privilege. **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28. **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29. **Reeve** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.30. **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

3. Application

- 3.1. This Bylaw applies to all meetings of Council and **Council** Committees and shall be binding on all Councillors and Committee Members.
- 3.2. This Bylaw shall will prevail over any other Bylaw of the Municipal District of Greenview No. 16.

4. Interpretation

- 4.1. When a matter arises relating to proceedings not covered by a provision of this Bylaw, or the **Municipal Government Act**, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.
- 4.2. Procedure is a matter of interpretation by the Chair.
 - A. In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - B. In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - i. The provisions about statutory hearings; and
 - ii. The provisions for amending or repealing this Bylaw.

5. Organizational Meetings

- 5.1. An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
- 5.2. At the Organizational Meeting:
 - A. The CAO shall call the meeting to order;
 - B. The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
 - C. The Oath of Office shall be administered to the Reeve and Deputy Reeve annually at every Organizational Meeting.
 - D. The CAO will preside over the election of Reeve ~~by secret ballot~~. Council shall confirm the result of the election by resolution;
 - E. Following the election of Reeve, the Oath of Office for the Reeve shall then be issued, and the CAO will turn the meeting over to the Reeve.
- 5.3. The Reeve will:
 - A. Preside over the election of Deputy Reeve ~~for a period of six (6) months by secret ballot~~. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Deputy Reeve; and
 - B. Preside over the remainder of the meeting.
- 5.4. At the Annual Organizational Meeting Council will:
 - A. Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission;
 - B. Appoint Council Committee and Board Members; and
 - C. Conduct other business as identified within the organizational meeting agenda.
- 5.5. A secret ballot must be held for the election of Reeve if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made available to all Councillors.
- 5.6. In the case of tied votes for either Reeve or Deputy Reeve, or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper. Council shall confirm the result by resolution.
- 5.7. The Reeve and Deputy Reeve, as appointed from among Council Members hold their appointment from immediately after the vote is announced by the CAO, or designate, until immediately before the beginning of the next Organizational Meeting.

6. Regular Council Meeting

- 6.1. Council shall hold Regular Council Meetings on the dates and at the times established at the Organizational Meeting.
- 6.2. When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
- 6.3. All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.
- 6.4. All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.

- 6.5. Council, by resolution, can establish additional meeting dates.

Special Council Meeting

- 6.6. The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 6.7. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 6.8. The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

7. Committee of the Whole

- 7.1. The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.
- 7.2. **Committee of the Whole is a forum for discussion rather than decision making. Committee of the Whole may accept presentations for information and make recommendations to Council. The Committee of the Whole may:**
- A. **Receive Delegations. Delegations will present at Committee of the Whole Meetings unless otherwise directed by Council;**
 - B. **Receive information from Administration on emerging issues and ongoing projects and initiatives;**
 - C. **Discuss broad policy matters to provide further direction or clarification to Administration or formulate recommendations to Council;**
 - D. **Meet in Closed Session pursuant to the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*.**

8. Closed Session Meeting

- 8.1. The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 8.2. A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 8.3. When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 8.4. A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 8.5. When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

9. Electronic Meetings and Electronic Attendance at Meetings:

- 9.1. Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:

- A. Notice is given to the public of the meeting, including the way in which it will be conducted. The Meeting shall be advertised as an Electronic Meeting of Council;
 - B. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - C. The facilities enable all the meetings participants to watch and/or hear each other.
- 9.2. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 9.3. Members of Council or Committees may participate in meetings through electronic means or other communication facilities instead of at the meeting location, if:
 - A. There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail. **Under extenuating circumstances, the Reeve in their sole discretion, may authorize a Council meeting or Council Committee Meeting to proceed through electronic means without half the Members being in physical attendance at the meeting. A minimum of 24 Hours' notice should be provided to provide adequate public notice that the meeting will be proceeding electronically; and**
 - B. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about the meeting.
- 9.4. When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 9.5. Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
 - A. Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
 - B. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
 - C. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

10. Public Hearing

- 10.1. A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 10.2. **The Public Hearing on any proposed bylaw or resolution must be held before second reading of the bylaw or before Council votes on the resolution.**
- 10.3. A motion to go into Public Hearing is required before the subject matter is discussed.
- 10.4. The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
 - A. The speaker being acknowledged by the Chair.

- B. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - C. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
 - D. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - E. Discussion shall only be regarding the matter identified on the agenda.
- 10.5. Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 10.6. Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 10.7. Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 10.8. Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 10.9. At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 10.10. In accordance with the Municipal Government Act, a Public Hearing:
- A. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - B. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 10.11. Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 10.12. The Order of Business for each item of the Public Hearing shall be:
- A. The Reeve or Chair will open the Public Hearing;
 - B. Presentations from Administration, introduction of bylaw or resolution, and questions for clarification;
 - C. Public Hearing Presentations **by the public. Members of the public will be allotted 10 minutes to make their presentations. The Chair may grant additional time to any speaker. Presentations will be heard in the following order:**
 - i. Those speaking in favour;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - D. **The Reeve or Chair closes the Public Hearing.**
- 10.13. All presentations should be made from the delegate table where possible.
- 10.14. A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.

- 10.15. When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

11. Agendas

11.1. Preparation

- A. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- B. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.
- C. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration in order for Administration to prepare the Request for Decision (RFD) for Council consideration.

11.2. Distribution

- A. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.
- B. The CAO, or their designate, shall post the Council or Council Committee Agendas on Greenvue's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

11.3. Late Submissions

- A. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
- B. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.

11.4. Additions or Deletions

- A. The addition or deletion of agenda items after the agenda has been published requires a resolution of Council.
- B. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

11.5. Order of Business

Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- A. Call to Order
- B. Adoption of the Agenda
- C. Minutes
- D. Public Hearing
- E. Delegation

- F. Bylaws
- G. Business
- H. Notice of Motion
- I. Closed Session
- J. Members' Business Report
- K. Adjournment

12. Minutes

- 12.1. Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:
 - A. All decisions and other proceedings.
 - B. The names of all Councillors, or Members at large, present at and absent from the meeting.
 - C. The names of the Councillors, or members at large, who vote for and against ~~a motion when a recorded vote is taken~~ all motions.
 - D. Resolutions to go into Closed Session and to adjourn the meeting.
 - E. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in Closed Session.
 - F. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
 - G. Any abstention made as a result of a pecuniary and the general nature of the abstention.
 - H. The signatures of the Reeve or Chair and the Chief Administrative Officer, or designate.
 - I. The names of the members of the public who speak to an item.
- 12.2. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
 - A. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
 - B. There are no errors or omissions, Council must adopt the minutes as presented.
- 12.3. With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 12.4. Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access.
- 12.5. Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

13. Meeting Proceedings

- 13.1. Role of the Chair
 - A. As soon as there is quorum after the time for commencement of the meeting, the Chair will call meetings to order.

- B. The Chair will preserve order and decorum and decide all questions of procedure;
- C. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- D. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- E. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.
- F. The Chair may call to order any Councillor or Member who is out of order.
- G. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- H. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

13.2. Quorum

- A. Quorum will consist of a simple majority of Members.
- B. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.
- C. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.

13.3. Members of the Public during the meeting shall:

- A. Not approach or speak to Council or Committee without the permission of the Chair;
- B. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
- C. Maintain order and quiet;
- D. Not interrupt a speech or action of Council, Committee or another person addressing members;
- E. Speak respectfully and must not use offensive language;
- F. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.

13.4. During a Meeting, Councillors and Board Members shall not:

- A. Speak disrespectfully, use offensive words, or un-parliamentary language;
- B. Address Members without permission;
- C. Break the rules of Council or Committee or disturb the proceedings;
- D. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
- E. Disobey the decision of the Chair on any question or order, practice or interpretation.

13.5. Breach of Conduct

- A. A Board Member or Councillor who persists in a breach of subsection 14.4., the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
- B. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
- C. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
- D. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

13.6. Members Business Report

- A. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

13.7. Request for Information

- A. It is good practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.
- B. Members may also provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.

13.8. Debate is a formal discussion on a particular topic in a public meeting. Healthy debate among Councillors and Board Members is encouraged.

13.9. The Chair will determine the speaking order when two or more Councillors or Board Members wish to speak, subject to a challenge.

13.10. Councillors or Members must address the Chair when speaking.

13.11. Councillors or Members who have been assigned their turn to speak may only be interrupted:

- A. When a Councillor or member is discussing a subject and there is no motion on the floor;
- B. By a Call for Orders of the Day;
- C. By a Point of Privilege;
- D. By a Point of Order;
- E. By an objection to the considered motion; or
- F. By a Challenge.

- 13.12. Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

14. Motions

- 14.1. Consideration of Motions
- A. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.
- 14.2. A Councillor may move a motion whether or not the Councillor intends to support it.
- 14.3. After a motion is moved, it can only be withdrawn by the person who made it.
- 14.4. Motions placed before Council do not require a seconder.
- 14.5. All motions shall be concise and provide clear direction for Administration.
- 14.6. Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”
- A. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.
- 14.7. Motions to the main motion.
- 14.8. When a motion is been made and is being considered, no Council Member may make another motion, except to:
- A. Amend the motion;
 - B. Amend the amendment to the motion;
 - C. Refer the main motion for consideration; or
 - D. Move a motion that has privilege.
- 14.9. Privileged Motions include the following:
- A. A motion to recess;
 - B. A motion to adjourn;
 - C. A motion to set a time for adjournment; or
 - D. A point of privilege
- 14.10. Motion to Recess:
- A. The Chair, without a motion, may recess the meeting for a specific period.
 - B. Any Councillor may move that Council recess for a specific period;
 - C. After they recess, business will resume at the point where it was interrupted
- 14.11. Amending Motions:
- A. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
 - B. Only one amendment to the main motion and only one amendment to that amendment are allowed.
 - C. The main motion will not be debated until all amendments to it have been voted on.
 - D. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.
- 14.12. A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

- A. Precludes all further amendments to the motion;
 - B. Is debatable;
 - C. May be amended only as to the body to which the motion is referred and the instructions on that referral.
- 14.13. A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.
- 14.14. A Councillor may move to table any motion to be discussed later in that same meeting.
 - A. A Motion to table cannot be debated
 - B. May only be amended as to the limit placed on debate;
- 14.15. A Motion to limit or end debate:
 - A. Cannot be debated; and
 - B. May only be amended as to the limit placed on debate.
- 14.16. A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:
 - A. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
 - B. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
 - C. The motion to which it is to apply has not already been acted upon; or
 - D. Six (6) months have passed since the motion was last considered.
 - E. If a motion to reconsider is passed, the original motion is on the floor.

15. Voting

- 15.1. Each Council member present is required to vote in accordance with the *Municipal Government Act*.
- 15.2. Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
- 15.3. A motion is lost if the vote is tied.
- 15.4. No Member shall leave the meeting after the question is put to a vote until the vote is taken.
- 15.5. The Chair shall declare the result of the vote.
- 15.6. ~~Any Councillor may request a recorded vote.~~
- 15.7. The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
- 15.8. If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
- 15.9. Once a vote is carried, or defeated, the decision of Council must be supported by all members.

16. Delegations

- 16.1. Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice

- to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
- 16.2. Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
 - 16.3. Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
 - 16.4. Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
 - 16.5. Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
 - 16.6. For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order in which they appear on the agenda, unless a Council Motion is made to alter the schedule.
 - 16.7. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
 - 16.8. Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenvue.
 - 16.9. Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

17. Bylaws

- 17.1. All proposed Bylaws must have:
 - A. A Bylaw number assigned; and
 - B. A concise title indicating the purpose of the Bylaw.
 - C. Three (3) separate and distinct readings
- 17.2. Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 17.3. Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 17.4. When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to **second** reading.
- 17.5. After the first reading has been given, any Member may move that the bylaw be read a second time.
- 17.6. Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 17.7. Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 17.8. A bylaw is effective from the date of the third reading **and signing** unless the bylaw or any applicable statute provides for another effective date.

- 17.9. The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.

18. Policy Review Committee and Policies

- 18.1. The Policy Review Committee will consist of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee.
- 18.2. Any Members of Council may attend a meeting of the Policy Review Committee and may participate as a Member of the Committee, even if the three appointed members are in attendance.
- 18.3. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.
- 18.4. A motion of the Policy Review Committee is passed with simple majority of those in attendance at the meeting. A tie vote is lost.
- 18.5. The Policy Review Committee has responsibility to review policies prior to their presentation and adoption at a Regular Council Meeting, as well as any other matters referred to it by Council.
- 18.6. Draft policies shall be prepared by Administration and reviewed by the Policy Review Committee before the policy is presented to Council for approval, unless otherwise directed by Council. Draft copies shall be included in the agenda package. Administrative Policies, which may include Health and Safety Policies, or Human Resources Policies, may be presented to the Policy Review Committee or Council for information, but the approval of these policies lies with the CAO.

19. Repeal

Bylaw 19-809 “Procedural Bylaw” and all amendments thereto are hereby repealed.

This Bylaw shall come into force and effect upon the day of final passing.

Read a first time the _____ day of _____, 2021.

Read a second time this _____ day of _____, 2021.

Read a third time and passed this _____ day of _____, 2021.

Reeve

CAO



BYLAW NO. 19-809 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

And Whereas, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

And Whereas, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

Therefore, the Council of the M.D of Greenview No. 16 enacts as follows:

1 Short Title

- 1.1 This bylaw shall be cited as the "Procedural Bylaw."

2 Definitions

- 2.1 **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- 2.2 **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 2.3 **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- 2.4 **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5 **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6 **Call for the Order of the Day** means to demand to take up the proper business in order.

- 2.7 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- 2.8 **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.
- 2.9 **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- 2.11 **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12 **Council Committee** means a committee established by Council containing the entirety of Council Members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council.
- 2.13 **Delegation** means an individual or group making a presentation to Council or Council Committee.
- 2.14 **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- 2.15 **Electronic Meeting** means a meeting conducted through electronic communications.
- 2.16 **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17 **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 2.18 **Inaugural Organizational Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- 2.19 **Member** means either Council, Council Committee or Board Members.
- 2.20 **Municipal Government Act (MGA)** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 2.21 **Pecuniary Interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 2.22 **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- 2.23 **Point of Order** means a demand that the Chair enforce the rules of procedure.

- 2.24 **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
- a. Organization or existence of Council;
 - b. Comfort of Councillors;
 - c. Conduct of administrative employees or members of the public in attendance at the meeting;
 - d. Accuracy of the reports of Council's proceedings;
 - e. Reputation of Councillors or Council.
- 2.25 **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26 **Privileged Motion** means motions that cannot be debated including
- a. A motion to recess;
 - b. A motion to adjourn;
 - c. A motion to set a time for adjournment; or
 - d. A point of privilege.
- 2.27 **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28 **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29 **Reeve** means the person elected or appointed as chief elected official under Section 150 of the *Municipal Government Act*.
- 2.30 **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

3 Application

- 3.1 Bylaw 13-692 "Meeting Procedure Bylaw", Bylaw 13-699 "Procedural Bylaw Amendment", Bylaw 13-713 "Public Hearing Procedure Bylaw" are hereby repealed.
- 3.2 This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee Members.
- 3.3 This Bylaw shall will prevail over any other Bylaw of the Municipal District of Greenview No. 16.

4 Interpretation

- 4.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.

- 4.2 Procedure is a matter of interpretation by the Chair.
 - 4.2.1 In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - 4.2.2 In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
 - a. The provisions about statutory hearings; and
 - b. The provisions for amending or repealing this Bylaw.

5 Meetings

- 5.1 An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
 - 5.1.1 Appointment of Reeve
 - a. The CAO or their designate will:
 - i. Call the meeting to order
 - ii. Issue the oaths of office as the first order of business at the first Organizational Meeting following a General Election;
 - iii. Preside over the election of Reeve by secret ballot;
 - iv. Issue the oath of Reeve.
 - b. The Reeve will:
 - i. Preside over the election of Deputy Reeve for a period of six (6) months by secret ballot, after which the CAO will administer the Oath of Deputy Reeve; and
 - ii. Preside over the remainder of the meeting.
 - c. Appointment of Deputy Reeve
 - i. The Appointment of Deputy Reeve will be made at the annual Organizational Meeting.
 - ii. The Appointment of Deputy Reeve will be for a period of six (6) months and will rotate between Council Members.
 - iii. The order of appointment for the duration of the election term will be determined at the first Organizational Meeting following an election. To determine the order of appointment, Council Members names will be drawn by the CAO from an appropriate receptacle. The appointments will occur in the order that the names are drawn and the order will be noted in the Minutes.
 - iv. A Member of Council is not obligated to serve as Deputy Reeve. In a case where the Councillor declines their turn as Deputy Reeve, the appointment will pass to the next Councillor in the order.
 - d. In the case of tied votes for either Reeve or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an

appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper.

- 5.1.2 Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission.
 - 5.1.3 Appoint Council Committee and Board Members.
 - 5.1.4 Conduct other business as identified within the organizational meeting agenda.
- 5.2 Regular Council Meeting
- 5.2.1 When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
 - 5.2.2 All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.
 - 5.2.3 All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.
 - 5.2.4 Council, by resolution, can establish additional meeting dates.
- 5.3 Special Council Meeting
- 5.3.1 The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
 - 5.3.2 A Special Council Meeting must be held within fourteen (14) days of receiving the request.
 - 5.3.3 The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.
- 5.4 Committee of the Whole
- 5.4.1 The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.
 - 5.4.2 Delegations will present at Committee of the Whole Meetings unless otherwise directed by majority vote of Council.

5.5 Closed Session Meeting

- 5.5.1 The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 5.5.2 A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 5.5.3 When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 5.5.4 A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 5.5.5 When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

5.6 Electronic Meetings

- 5.6.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
 - a. Notice is given to the public of the meeting, including the way in which it will be conducted;
 - b. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
 - c. The facilities enable all the meetings participants to watch and/or hear each other.
 - d. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 5.6.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:
 - a. There is a quorum of Council or Committee, including those attending through electronic means, with at least half the Members present in person in the actual meeting place; and
 - b. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about this meeting.

- 5.6.3 When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 5.6.4 Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
- a. Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
 - b. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
 - c. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.
- 5.7 Public Hearing
- 5.7.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 5.7.2 A motion to go into Public Hearing is required before the subject matter is discussed.
- 5.7.3 The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
- a. The speaker being acknowledged by the Chair.
 - b. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
 - c. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
 - d. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
 - e. Discussion shall only be regarding the matter identified on the agenda.
- 5.7.4 Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 5.7.5 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.

- 5.7.6 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.7 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 5.7.8 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.9 Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 5.7.10 At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 5.7.11 In accordance with the Municipal Government Act, a Public Hearing:
- a. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
 - b. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 5.7.12 Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 5.7.13 The Order of Business for each item of the Public Hearing shall be:
- a. Presentations from Administration and questions for clarification;
 - b. Public Hearing Presentations by:
 - i. Those speaking in favour;
 - ii. Those speaking against;
 - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
 - c. Motions
- 5.7.14 All presentations should be made from the delegate table where possible.
- 5.7.15 A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.
- 5.7.16 When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

6 Agendas and Records of Meetings

6.1 Agendas

6.1.1 Preparation

- a. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- b. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.
- c. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration in order for Administration to prepare the Request for Decision (RFD) for Council consideration.

6.1.2 Distribution

- a. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.
- b. The CAO, or their designate, shall post the Council or Council Committee Agendas on Greenview's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

6.1.3 Late Submissions

- a. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
- b. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.

6.1.4 Additions or Deletions

- a. The addition or deletion of agenda items after the agenda has been published requires a resolution of Council.
- b. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

6.2 Order of Business

6.2.1 Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- a. Call to Order
- b. Adoption of the Agenda
- c. Minutes
- d. Public Hearing
- e. Delegation
- f. Bylaws
- g. Business
- h. Members' Business Report
- i. Correspondence
- j. Closed Session
- k. Adjournment

6.3 Minutes

6.3.1 Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:

- a. All decisions and other proceedings.
- b. The names of all Councillors or Members at large present at and absent from the meeting.
- c. The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken.
- d. Resolutions to go into Closed Session and to adjourn the meeting.
- e. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in "Closed Session".
- f. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
- g. Any abstention made as a result of a pecuniary and the general nature of the abstention.
- h. The signatures of the Reeve or Chair.
- i. The names of the members of the public who speak to an item.

6.3.2 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:

- a. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
- b. There are no errors or omissions, Council must adopt the minutes as presented.

- 6.3.3 With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 6.3.4 Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access whenever possible.
- 6.3.5 Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

7 Meeting Proceedings

7.1 Rules of Order, Conduct and Etiquette

7.1.1 Role of the Chair

- a. As soon as there is quorum after the time for commencement of the meeting, the Chair will call meetings to order.
- b. The Chair will preserve order and decorum and decide all questions of procedure;
- c. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- e. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.
- f. The Chair may call to order any Councillor or Member who is out of order.
- g. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

7.1.2 Quorum

- a. Quorum will consist of a simple majority of Members.
- b. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.

- c. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.
- 7.1.3 Members of the Public during the meeting shall:
 - a. Not approach or speak to Council or Committee without the permission of the Chair while the meeting has been called to order;
 - b. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
 - c. Maintain order and quiet;
 - d. Not interrupt a speech or action of Council, Committee or another person addressing members;
 - e. Speak respectfully and must not use offensive language;
 - f. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.
- 7.1.4 During a Meeting, Councillors and Board Members shall not:
 - a. Speak disrespectfully, use offensive words, or un-parliamentary language;
 - b. Address Members without permission;
 - c. Break the rules of Council or Committee or disturb the proceedings;
 - d. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
 - e. Disobey the decision of the Chair on any question or order, practice or interpretation.
- 7.1.5 Breach of Conduct
 - a. A Board Member or Councillor who persists in a breach of subsection 7.1.4, the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
 - b. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
 - c. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
 - d. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

- 7.1.6 **Members Business Report**
 - a. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.
- 7.1.7 **Request for Information**
 - a. It is practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.
- 7.2 **Debate**
 - 7.2.1 Debate is a formal discussion on a particular topic in a public meeting. Healthy debate is encouraged.
 - 7.2.2 The Chair will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.
 - 7.2.3 Councillors or Members must address the Chair when speaking.
 - 7.2.4 Councillors or Members who have been assigned their turn to speak may only be interrupted:
 - a. When a Councillor or member is discussing a subject and there is no motion on the floor;
 - b. By a Call for Orders of the Day;
 - c. By a Point of Privilege;
 - d. By a Point of Order;
 - e. By an objection to the considered motion; or
 - f. By a Challenge.
 - 7.2.5 Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.
- 7.3 **Motions**
 - 7.3.1 **Consideration of Motions**
 - a. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

- 7.3.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 7.3.3 After a motion is moved, it can only be withdrawn by the person who made it.
- 7.3.4 Motions placed before Council do not require a seconder.
- 7.3.5 All motions shall be concise and provide clear direction for Administration.
- 7.3.6 Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”
- a. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.
- 7.3.7 Motions to the main motion.
- 7.3.8 When a motion is been made and is being considered, no Council Member may make another motion, except to:
- a. Amend the motion;
 - b. Amend the amendment to the motion;
 - c. Refer the main motion for consideration; or
 - d. Move a motion that has privilege.
- 7.3.9 Privileged Motions include the following:
- a. A motion to recess;
 - b. A motion to adjourn;
 - c. A motion to set a time for adjournment; or
 - d. A point of privilege
- 7.3.10 Motion to Recess:
- a. The Chair, without a motion, may recess the meeting for a specific period.
 - b. Any Councillor may move that Council recess for a specific period;
 - c. After they recess, business will resume at the point where it was interrupted
- 7.3.11 Amending Motions:
- a. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
 - b. Only one amendment to the main motion and only one amendment to that amendment are allowed.
 - c. The main motion will not be debated until all amendments to it have been voted on.
 - d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

- 7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:
- a. Precludes all further amendments to the motion;
 - b. Is debatable;
 - c. May be amended only as to the body to which the motion is referred and the instructions on that referral.
- 7.3.13 A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.
- 7.3.14 A Councillor may move to table any motion to be discussed later in that same meeting.
- a. A Motion to table cannot be debated
 - b. May only be amended as to the limit placed on debate;
- 7.3.15 A Motion to limit or end debate:
- a. Cannot be debated; and
 - b. May only be amended as to the limit placed on debate.
- 7.3.16 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:
- a. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
 - b. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
 - c. The motion to which it is to apply has not already been acted upon; or
 - d. Six (6) months have passed since the motion was last considered.
 - e. If a motion to reconsider is passed, the original motion is on the floor.

7.4 Voting

- 7.4.1 Each Council member present is required to vote in accordance with the *Municipal Government Act*.

- 7.4.2 Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
 - 7.4.3 A motion is lost if the vote is tied.
 - 7.4.4 No Member shall leave the meeting after the question is put to a vote until the vote is taken.
 - 7.4.5 The Chair shall declare the result of the vote.
 - 7.4.6 Any Councillor may request a recorded vote.
 - 7.4.7 The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
 - 7.4.8 If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
 - 7.4.9 Once a vote is carried, or defeated, the decision of Council must be supported by all members.
- 7.5 Delegations
- 7.5.1 Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
 - 7.5.2 Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
 - 7.5.3 Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
 - 7.5.4 Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
 - 7.5.5 Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
 - 7.5.6 For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order in which they appear on the agenda, unless a Council Motion is made to alter the schedule.
 - 7.5.7 All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
 - 7.5.8 Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenview.

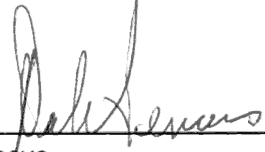
- 7.5.9 Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.
- 7.6 Bylaws
- 7.6.1 All proposed Bylaws must have:
- a. A Bylaw number assigned; and
 - b. A concise title indicating the purpose of the Bylaw.
 - c. Three (3) separate and distinct readings
- 7.6.2 Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 7.6.3 Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 7.6.4 When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to first reading.
- 7.6.5 After the first reading has been given, any Member may move that the bylaw be read a second time.
- 7.6.6 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 7.6.7 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 7.6.8 A bylaw is effective from the date of the third reading unless the bylaw or any applicable statute provides for another effective date.
- 7.6.9 The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.
- 7.7 Policies
- 7.7.1 Draft policies shall be prepared by Administration and reviewed by the appropriate Council Committee before the policy is presented to Council for approval. Draft copies shall be included on the agenda package.
- 7.7.2 Upon being passed, a policy shall be signed by the Reeve or Chair of the meeting at which it was passed, and by the CAO.


8 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time the 11th day of March, 2019.

Read a second time this 11th day of March, 2019.

Read a third time and passed this 8th day of April, 2019.



Reeve

Chief Administrative Officer

CURRENT



BYLAW NO. 20-846
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to amend Bylaw 19-809 "Procedural Bylaw".

WHEREAS, under the provisions of the Municipal Government Act, R.S.A 2000, Chapter M-26, Section 191(1) the power to pass a bylaw includes a power to amend or repeal a bylaw.

NOW THEREFORE, the Council of the M.D. of Greenview No. 16, duly assembled in the Province of Alberta, hereby amends the following:

1. This bylaw shall be cited as the "Procedural Bylaw Amendment".
2. Section 5.6.2.a. is amended by adding "Under extenuating circumstances, the Reeve, in their sole discretion, may authorize a Council meeting or Council committee meeting to proceed through electronic means without half the of the Members being in physical attendance at the meeting".
3. Section 6.2.1 is amended:
 - a. Section i. "Correspondence" is removed and replaced with "Notice of Motion".
 - b. Section h. "Member's Business Report" is moved after "Closed Session".
4. The revised Order of Business is attached hereto as Schedule A.

This Bylaw shall come into force and effect upon the day of final passing

Read a first time this 17th day of March, 2020.

Read a second time this 23rd day of March, 2020.

Read a third time and passed this 23rd day of March, 2020.


REEVE


CAO



**BYLAW NO. 20-846
of the Municipal District of Greenview No. 16**

Schedule A – Revised Order of Business

- a. Call to Order
- b. Adoption of the Agenda
- c. Minutes
- d. Public Hearing
- e. Delegation
- f. Bylaws
- g. Business
- h. Notice of Motion
- i. Closed Session
- j. Members' Business Report
- k. Adjournment

CURRENT

Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS	Assigned To	Completion Date	FOR ADMIN ONLY
21 06 08 RCM						
June 8, 2021	MOTION: 21.06.288 Moved by: REEVE DALE SMITH That Council approve grant funding in the amount of \$500,000.00 to the Grande Prairie Regional Hospital Foundation for the Key to Care Capital Campaign, with funds to come from contingency reserve if required.	Com. Serv.				
June 8, 2021	MOTION: 21.06.289 Moved by: COUNCILLOR TYLER OLSEN That Council approve the purchase of the barbecue that was partially funded by Greenview in the amount of one dollar (\$1.00) from 100 Caring Hearts group located in Grande Cache, Alberta, with funds to come from Community Services.	Com. Serv.				
	MOTION: 21.06.290 Moved by: COUNCILLOR DUANE DIDOW That Council authorize Administration to enter into an agreement with 100 Caring Hearts group for the operation and management of the Greenview funded barbecue.					
June 8, 2021	MOTION: 21.06.293 Moved by: COUNCILLOR DALE GERVAIS That Council deny the request for a gate to be installed on the registered road plan 8921846.	I & P				
	FOR: Councillor Didow, Councillor Delorme, Councillor Olsen, Reeve Dale Smith, Councillor Gervais, Councillor Acton OPPOSED: Councillor Burton, Councillor Urness, Deputy Reeve Smith, Councillor Chapman					
	MOTION: 21.06.294 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to work with the landowner to submit an application for a road closure to a portion of road plan 8921846.					
June 8, 2021	MOTION: 21.06.298 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to discontinue the use of the Greenview Regional Multiplex Logo for external and internal advertising and promotion, and have it replaced with the MD of Greenview Corporate Logo.	Comms				
June 8, 2021	MOTION: 21.06.300 Moved by: COUNCILLOR DALE GERVAIS That Council authorize the relinquishing of the Smoky River South Provincial Recreation Area (N 1/2 – 32 – 56 – 8 – W6M, S 1/2 – 5 – 57 – 8 – W6M) lease subject to the Aseniwuche Winewak Nation of Canada obtaining all the required authorizations/approvals from the Province of Alberta.	Com. Serv.				
June 8, 2021	MOTION: 21.06.301 Moved by: COUNCILLOR LES URNESS That Council accept the proposed tax payment agreement from the purchaser of Accel Energy Canada Limited assets, Conifer Energy Inc.	Corp. Serv.				
June 8, 2021	MOTION: 21.06.302 Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to write off the portion of the 2021 Linear and Non Linear property taxes, that will be due prior to the sale closing date, for the purchaser of Accel Energy Canada Limited assets, Conifer Energy Inc. and waive the January 1, 2022 arrears penalties					
June 8, 2021	MOTION: 21.06.303 Moved by: COUNCILLOR ROXIE CHAPMAN That Council deny the request from STARS for Greenview to sell fundraising calendars on their behalf at Greenview Administrative offices.	Com. Serv.				

June 8, 2021	<p>MOTION: 21.06.308 Moved by: COUNCILLOR TOM BURTON² That Council lift tabled motion 21.06.291 "2021 Spring Grant Requests". CARRIED</p> <p>MOTION: 21.06.291 Moved by: COUNCILLOR TOM BURTON² That Council authorize funding to the Amended 2021 Spring Community Grant recipients in the amount of \$224,547.00, as presented, with funds to come from the Community Services Miscellaneous Grant Budget. CARRIED</p>	Com. Serv.			
June 8, 2021	<p>MOTION: 21.06.310 Moved by: COUNCILLOR WINSTON DELORME² That Council have a discussion regarding their viewpoints on the 1976 Coal Policy and current or potential future coal exploration in Alberta and to bring back several samples of position statements for Council's consideration. CARRIED</p>	CAO	In progress	Denise	
21 05 25 RCM					
May 25, 2021	<p>MOTION: 21.05.266 Moved by: COUNCILLOR WINSTON DELORME² That Council direct Administration to award Bridge Tender 77441-21 Culvert Replacement and other works to In-line Contracting Partnership for \$204,650.00 to come from the 2021 Bridges Capital budget. CARRIED</p>	I & P			
May 25, 2021	<p>MOTION: 21.05.267 Moved by: COUNCILLOR TYLER OLSEN² That Council authorizes Administration to construct Option #1 of the Entrance and Hamlet sign designs. CARRIED</p>	Comms	In Progress		
May 25, 2021	<p>MOTION: 21.05.268 Moved by: COUNCILLOR DUANE DIDOW² That Council direct Administration to prepare and release an Expression of Interest to engage third parties who may wish to develop Greenview's future Fibre optic network. CARRIED</p>	Com. Serv.		Kevin K.	
May 25, 2021	<p>MOTION: 21.05.269 Moved by: DEPUTY REEVE BILL SMITH² That Council approve the installation of Fibre Optics to the Municipal District of Greenview 16 facilities in the Hamlet of Grovedale with an upset limit of \$62,000 and the funds to come from the 2021 Information Services Budget. CARRIED</p>	I.S.			
May 25, 2021	<p>MOTION: 21.05.270 Moved by: COUNCILLOR WINSTON DELORME² That Council approve the donation of used digital communications tools to interested non-profit organizations for a period of two months, followed by an opportunity for Council Members and Greenview staff to purchase any remaining digital communications tools for a period of one month, followed by the disposal of digital communication tools that are left unclaimed. CARRIED</p>	I.S.			
May 25, 2021	<p>MOTION: 21.05.272 Moved by: COUNCILLOR TOM BURTON² That Council appoint Sarah Sebo, as a Subdivision and Development Appeal Board Clerk. CARRIED</p>		COMPLETE		
May 25, 2021	<p>MOTION: 21.05.273 Moved by: COUNCILLOR TYLER OLSEN² That Council direct Administration to pursue option #1 A for the purpose of addressing multiple driveways encroachments onto municipal land located at 272 Mawdsley Crescent, Grande Cache Alberta, if landowner compliance is not achieved. CARRIED</p>				
May 25, 2021	<p>MOTION: 21.05.274 Moved by: COUNCILLOR TYLER OLSEN² That Council direct Administration to pursue Option B to rectify encroachment issues located on properties adjacent to Lot 41MR Grande Cache, Alberta, excluding 272 Mawdsley Crescent. CARRIED</p>				
May 25, 2021	<p>MOTION: 21.05.275 Moved by: COUNCILLOR TYLER OLSEN² That Council direct Administration to pursue option A to rectify the encroachment issues on Leonard Street, Grande Cache Alberta, if compliance is not achieved by landowner. CARRIED</p>				
May 25, 2021	<p>MOTION: 21.05.279 Moved by: COUNCILLOR SHAWN ACTON² That Council endorse the proposed annexation of the lands described as Plan 1922148, Block 2 and Plan 192248 Block 3, as requested by the Town of Fox Creek and direct Administration to provide written confirmation of said endorsement to the Town of Fox Creek. CARRIED</p>				
May 25, 2021	<p>NOTICE OF MOTION Councillor Shawn Acton put forth a notice of motion that Council and Administration have a discussion on the actual intent and priorities of the CPO Program. CARRIED</p>				

[illegible]

May 11, 2021	MOTION: 21.05.258 Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to hold the Land Use Bylaw review on June 15, 2021. CARRIED	I&P			
	21 04 27 RCM				
April 27, 2021	MOTION: 21.03.146 Moved by: COUNCILLOR TYLER OLSEN That Council approve grant funding with an upset limit of \$750,000.00 to Nitehawk Year-Round Adventure Park for the installation of a T-Bar Lift subject to Nitehawk entering into a capital asset agreement, with funds to come from the 2021 Community Services Operating Budget. CARRIED	Community Services	In progress	Com. Serv.	
April 27, 2021	MOTION: 21.04.215 Moved by: DEPUTY REEVE BILL SMITH That Council extend the interim supplementary salary through August 24, 2021 due to the ongoing pandemic and review the compensation at the August 24, 2021 Regular Council Meeting. FOR: Councillor Acton, Councillor Burton, Deputy Reeve Smith, Councillor Olsen, Councillor Delorme, Councillor Didow, Councillor Urness, Councillor Gervais. OPPOSED : Councillor Chapman, Reeve Dale Smith CARRIED	Leg Services	ongoing		
	21 04 13 RC Meeting				
	MOTION: 21.04.176 Moved by: COUNCILLOR DALE GERVAIS That Council approve funding in the amount of \$1,435,870.29 to the Town of Fox Creek, which represents 50% of the Fox Creek Greenview Multiplex facility deficits in the 2019 and 2020 calendar years, with funding to come from Community Service Budget. CARRIED				
101	MOTION: 21.04.177 Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to enter into a three-year Fox Creek Greenview Multiplex facility agreement with the Town of Fox Creek whereby Greenview will contribute operational funding in the amount of \$1,000,000.00 annually, additional funding in the amount of 60% of a Greenview approved capital project, in addition to include the establishment of a joint facility Advisory Board and regularly scheduled facility inspections. CARRIED				
April 13, 2021	MOTION: 21.04.178 Moved by: COUNCILLOR TOM BURTON That Council assume 60% ownership of the Community Resource Centre located in the Fox Creek Greenview Multiplex for the sum of one dollar. CARRIED	Com. Serv.	In progress.	Dennis M. / Teresa	
	MOTION: 21.04.179 Moved by: COUNCILLOR TYLER OLSEN That Council authorize Administration to terminate the Memorandum of Agreement regarding Fox Creek recreation services with the Town of Fox Creek. CARRIED				
	MOTION: 21.04.186 Moved by: COUNCILLOR WINSTON DELORME That Council approve a \$25,000.00 grant to the Maskwa Medical Centre Inc. to conduct a cost benefit analysis business plan, with funds to come from the Miscellaneous Grant to Organizations Budget. CARRIED				
April 13, 2021	MOTION: 21.04.187 Moved by: COUNCILLOR ROXIE CHAPMAN That Council authorize Administration to provide a letter of support to the Maskwa Medical Centre Inc. in support of the cost benefit analysis business plan submission, and to direct Administration to invite them to a future Committee of the Whole meeting to present the concept. CARRIED	Com. Serv.	Complete	Lisa L.	

April 13, 2021	MOTION: 21.04.190 Moved by: COUNCILLOR TYLER OLSEN That Council approve the farmland access request to access NW 20-73-21 W5M to be constructed in 2021, with funds to come from the 2021 Construction Budget, contingent on refusal of an application to AB Trans. for access off of Highway 49. CARRIED	I & P	In Progress		
April 13, 2021	MOTION: 21.04.193 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to engage in a feasibility study into acquiring the road systems in the Co-operatives and Enterprises to create a registered road right-of-way and registered road plans. CARRIED	I & P	In Progress		
April 13, 2021	MOTION: 21.04.196 Moved by: COUNCILLOR LES URNESS That Council direct Administration to research the concept of polling the rural and small urban municipalities in British Columbia, Alberta, Saskatchewan and Manitoba to form an association as a federal voice similar to FCM. CARRIED	CAO Services	In Progress		
April 13, 2021	MOTION: 21.04.200 Moved by: COUNCILLOR TYLER OLSEN That Council authorize Administration to negotiate a Public Sales Agreement with the Government of Alberta for the purchase of 1500 acres within the Greenview Industrial Gateway Area Structure Plan as identified in Bylaw No. 19-815/21-867. CARRIED	CAO Services	In progress	Kyle R.	
April 13, 2021	Councillor Burton put forth a Notice of Motion to direct Administration to research the feasibility of providing more residential units in DeBolt Seniors Home with the Grande Spirit Foundation. CARRIED	Com. Serv.	Complete	Dennis M.	
21 03 24 RC Meeting					
March 23, 2021	MOTION: 21.03.148 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to contact the City of Grande Prairie and the County of Grande Prairie to come up with a funding agreement in regards to Nitehawk Year Round Adventure Park. CARRIED	Community Services	In progress	Dennis M. / Teresa	
March 23, 2021	MOTION: 21.03.149 Moved by: COUNCILLOR DALE GERVAIS That Council authorize Administration to award the tender for Council Chamber Multimedia Upgrades to Inland Audio Visual. Edmonton, Alberta at a cost of \$142,230.60, with funds to come from the Information Systems 2021 Capital Budget. CARRIED	IT Services	In Progress		
March 23, 2021	MOTION: 21.03.155 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to bring back information on replacing the well at SE 11-57-05-West of the 6th Meridian, Muskeg Seepee Co-operative. CARRIED	i&P	In Progress		
March 23, 2021	MOTION: 21.03.156 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to bring back a preliminary report outlining costs for a potable water point to serve the residents in Nose Creek. CARRIED	i&P	In Progress		
March 23, 2021	MOTION: 21.03.157 Moved by: COUNCILLOR TOM BURTON That Council direct Administration to conduct a feasibility study to provide rural water services to the Co-operatives and Enterprises. Opposed: Dale Smith, Dale Gervais For: Les Urness, Tyler Olsen, Bill Smith, Roxie Chapman, Shawn Acton, Winston Delorme, Duane Didow CARRIED	i&P	In Progress		
21 03 09 RC Meeting					
March 9, 2021	MOTION: 21.03.110 Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to hire an Energy Manager through the Municipal Energy Manager Program with the position contingent on the success of the grant application to cover eighty percent of the position and the remaining twenty percent to come from the 2021 Operating Budget. CARRIED	i&P	In Progress		

March 9, 2021	MOTION: 21.03.114 Moved by: COUNCILLOR TYLER OLSEN [§] That Council direct Administration to proceed with an Emergency Repair on the Clarifier Internals at the Grande Cache wastewater facility provided by M2 Engineering with funds to come from the Wastewater Reserves in the amount of \$593,100.00. CARRIED	i&P	In Progress		
March 9, 2021	MOTION: 21.03.116 Moved by: COUNCILLOR ROXIE CHAPMAN [§] That Council direct Administration to enter Greenview into an agreement with the County of Grande Prairie for the development of a Class B fire training facility, located at 60051 Highway 668, County of Grande Prairie, totalling \$250,000 with funds to come from the Municipal Stimulus Funding Grant Program. CARRIED	Fire Services	In Progress Included in 2021 budget		
March 9, 2021	MOTION: 21.03.117 Moved by: COUNCILLOR TOM BURTON [§] That Council authorize Administration to enter into an agreement with the Grande Cache Firefighters Association to develop a Fire training Centre on the grounds of the Grande Cache Public Service Building (SE 4-57-8 W6M), with an upset limit of \$125,000.00 with funds to come from the 2021 Protective Services Capital Budget contingent on the Grande Cache Firefighters Association contribution of \$82,000.00. CARRIED	Fire Services	In Progress Included in 2021 budget		
21 02 23 RC Meeting					
February 23, 2021	MOTION: 21.02.081 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to develop a stand-alone policy to deal with perceived conflict of interest. Favour: Councillor Didow, Reeve Dale Smith, Councillor Chapman, Deputy Reeve Bill Smith, Councillor Urness, Councillor Gervais. Opposed: Councillor Delorme, Councillor Burton, Councillor Olsen CARRIED	Leg Services	In Progress		
21 02 09 RC Meeting					
February 9, 2021	MOTION: 21.02.042. Moved by: COUNCILLOR DUANE DIDOW [§] That Council direct Administration to draft a bylaw prohibiting the use of firearms and bows within the Hamlet of Grande Cache (Ward 9). CARRIED	CAO Serv.	In progress	Danie L.	
21 01 12 RC Meeting					
January 12, 2021	MOTION: 21.01.003. Moved by: DEPUTY REEVE BILL SMITH That Council authorize administration to enter into an agreement with the Landry Heights Homeowners Association for the purpose of operating a community park within the municipal reserve located at SE-15-70-6 W6M CARRIED	Rec. Serv.	In progress	Deborah W.	
January 12, 2021	MOTION: 21.01.008. Moved by: COUNCILLOR TOM BURTON [§] That Council direct Administration to prepare a detailed report on the proposed new EMS building for the Ambulance Authority in Valleyview, Alberta. CARRIED	Com. Serv.	In progress	Dennis / Teresa	
20 12 14 RC Meeting					
December 14, 2020	MOTION: 20.12.638. Moved by: COUNCILLOR SHAWN ACTON [§] That Council directs Administration to transfer that portion of the Iosegun Lake Road held by lease disposition RDS900017 to the Town of Fox Creek for \$1.00, subject to an amended survey plan. CARRIED	Planning & Dev	In Progress		
December 14, 2020	MOTION: 20.12.646. Moved by: COUNCILLOR SHAWN ACTON [§] That Council host a Sporting Clay Shoot on September 9, 2021. CARRIED	CAO Services	Ongoing		
20 11 09 RC Meeting					
November 9, 2020	MOTION: 20.11.575. Moved by: COUNCILLOR LES URNESS [§] That Council approve the sale and consolidation of 1.05 hectare ± within Road Plan 2761 PX lying west of NW-9-69-21-W5 as shown on Schedule 'A' hereto, to Arne Sigfred Johnson and Merle Alice Johnson, for a total price of \$2,520.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval. CARRIED	Planning & Dev	Waiting on Land Titles		

November 9, 2020	MOTION: 20.11.576. Moved by: COUNCILLOR DALE GERVAIS That Council authorize Administration to enter into a Lease Agreement with TELUS for the installation of a communication structure in the Hamlet of Grande Cache. CARRIED	Planning & Dev	In Progress		
November 9, 2020	MOTION: 20.11.589. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to enter into an agreement with the Grande Prairie Youth Emergency Shelter in the amount of \$500,000.00 for the construction of a new youth emergency shelter in Grande Prairie, Alberta, contingent on the security of the balance of the funding for the project, with funds to come from the 2021 Community Service Budget. CARRIED	Corp Serv	In progress, included in the 2021 Operating Budget	Dennis / Teresa	
20 10 13 RC MEETING					
October 13, 2020	MOTION: 20.10.479. Moved by: COUNCILLOR SHAWN ACTON That Council approve the sale and consolidation of approximately 1.618 hectare ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule 'A' hereto, to John Pozniak, for a total price of \$2,929,58 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-856. CARRIED	Planning & Dev	Ongoing		
20 09 21 COTW Meeting					
September 21, 2020	MOTION: 20.09.279. Moved by: COUNCILLOR DALE GERVAIS That Committee of the Whole recommend that Administration bring back Policy 1502 to the Policy Review Committee. CARRIED	CAO Serv	In Progress	Danie	
20 09 14 RC Meeting					
September 14, 2020	MOTION: 20.09.441. Moved by: COUNCILLOR DALE GERVAIS That Council authorize the demolition of the W.D. Stevenson Medical Clinic to an upset limit of \$113,500.00, equal to fifty percent (50%), in partnership with the Town of Valleyview, funds to come from Contingency Reserve if required. CARRIED	Comm. Serv/Corp. Serv/I&P	In progress	Dennis M.	
20 05 25 RC Meeting					
May 25, 2020	MOTION: 20.05.306. Moved by: COUNCILLOR TOM BURTON That Council approve the sale and consolidation of approximately 0.719 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule 'A' hereto, to Darel Gene Klassen and Paulie Sarah Kern, for a total price of \$1,800.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-840. CARRIED	Planning & Dev	Waiting on Land Titles	Leona	
20 01 27 RC Meeting					
January 27, 2020	MOTION: 20.01.57. Moved by: COUNCILLOR DALE GERVAIS That Council direct administration to bring back an amendment to the Land Use Bylaw to allow RV Sani-Dumps in recreational district permitted use. CARRIED	I & P and P&D/Leg Serv	Ongoing		
20 01 13 RC Meeting					
January 13, 2020	MOTION: 20.01.13. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to enter into a Road Lease/License Agreement with Deep Valley Power Systems Ltd. on the west side of SW-22-68-22-W5. CARRIED	I & P	Ongoing		
19 06 10 RC Meeting					
18 10 09 RC Meeting					

<p>Oct. 9, 2018</p>	<p>MOTION: 18.10.559. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land in the Grovedale area for industrial development, once Alberta Environment and Parks has reviewed their application to purchase process. CARRIED</p> <p>MOTION: 18.10.560. Moved by: REEVE DALE GERVAIS That Council rescind motion 18.10.559., in regard to the Grovedale Public Land Purchase. CARRIED</p> <p>MOTION: 18.10.561. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land, NE 35-68-6 W6M and the NW 36-68-6 W6M, in the Grovedale area for industrial development. CARRIED</p>	<p>I & P</p>	<p>In Progress- Application submitted to Public Lands through Bearsto Anticipated completion date 2020+</p>	<p>Sally</p>		
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