

**COUNTY OF PAINT EARTH No. 18**  
**ORGANIZATIONAL MEETING**  
**OCTOBER 16, 2024**

**AGENDA**

1. Call to Order – CAO, Michael Simpson
2. Adoption of the Agenda  
**(Procedural Motion - Vote by Secret Ballots, coin toss method for tie votes)**
3. Election of Reeve
  - Oath of Office
  - Chair turned over to Reeve
4. Election of Deputy Reeve
  - Oath of Office
5. Committee Nominations
  - a) Agricultural Service Board (4-year term)
    - Election of ASB Chairman
    - Election of ASB Vice-Chairman
    - D. Bunbury and D. Pilsworth (Members at Large 3-year term – terms expire October/2026)
  - b) Assessment Review Board (2)
    - 2 Council Members (1-year term)
    - Current Council Member terms expire Oct/2024
    - Members need to have training in accordance with MRAT/MGA regulations
  
    - Members at Large: Tyrrell Hewitt, Marilyn Weber, Dionne Elliott, Ray Deschane
    - Appointment of Clerk – Chief Administrative Officer (1-year term)
  - c) Emergency Management Advisory Committee (2)
    - 2 Councilors
    - + Director Emergency Management
  - d) Fire Intermunicipal Committee (4)
    - + Chief Administrative Officer
    - (Note - 3 Year Agreement ends December 31, 2026)
  - e) Mine Liaison Committee (3)
  - f) Municipal Planning Commission (4)
    - + Development Officer
  - g) Negotiating Committee (3)
    - + Chief Administrative Officer & Assistant Chief Administrative Officer
    - (Note – Agreement begins January 1, 2025 – December 31, 2027)
  - h) Weed & Ag Pests Appeal Committee
    - 5 County Members at Large (1-year term, commencing January 1 – December 31)

## 6. Council Appointments

- a) Alberta Rural Transportation Committee (2)
- b) Alliance Seed Cleaning Plant (2)
  - 1 Council Member & 1 Alternate Council Member
- c) Battle River Alliance for Economic Development (BRAED) (2)
  - 1 Council Member & 1 Alternate Council Member
- d) Battle River Economic Opportunities Committee (BREOC) (2)
  - 1 Council Member & 1 County Administrative Staff Advisor to the Board
- e) Battle River Research Group (1)
  - 2 Year Term Appointment
- f) Battle River Watershed Alliance (1)
- g) Brownfield Recreation Centre (1)
- h) Castor & District Family & Community Support Services (1)
  - 1 Council Member
  - 1 County Member at Large – (term expires Oct/2025)
- i) Castor & District Housing Authority (2)
- j) Castor & District Museum Committee (1)
- k) Castor & District Recreation Board (1)
- l) Castor, Consort, Coronation (3C's) & Area Doctor Recruitment/Retention Committee (1)
- m) Castor Doctor Recruitment/Retention Committee (3)
  - 2 Council Members
  - 1 Member at Large
- n) Castor Municipal Library Board (1)
- o) Castor Spray Park Committee (1)
- p) Coronation & District Community Handi- Bus Society (1)
- q) Coronation & District Recreation Board (1)
- r) Coronation & District Seniors' Housing Authority (1)
- s) Coronation & District Support Services (4)
  - 2 Council Members
  - 2 County Members at Large – terms expire Oct/2025
- t) Coronation Doctor Recruitment/Retention Committee (3)
  - 2 Council Members
  - 1 County Member at Large – term expires Oct/2025
- u) Coronation Memorial Library Board (1)
- v) Coronation Reg. Health Services (Assisted Living) Board (2)

- w) Coronation Seed Cleaning Plant (2)
  - 1 Council Member
  - 1 Alternate Council Member
- x) Coronation/Consort Victim Services Committee (1)
- y) East Central Ambulance Association (3) - (4-year term)
  - 3 Council Members
  - Assistant CAO as Treasurer
- z) East Central 911 Call Answer Society (2)
- aa) Fleet Community Association (1)
- bb) Halkirk & District Recreation Board (1)
- cc) Paintearth & Neutral Hills Family - Community Connection (1)
- dd) Paintearth Community Adult Learning Council (1)
- ee) Paintearth Economic Partnership Society (4)
  - 3 Council Members
  - Assistant Chief Administrative Officer as Treasurer
- ff) Paintearth Regional Waste Management Ltd. (2)
  - 2 Council Members
  - Chief Administrative Officer as Secretary Treasurer
- gg) Palliser Regional Municipal Services (2)
  - 1 Council Member & 1 Alternate Council Member
- hh) Palliser Subdivision & Development Appeal Board Members (3)
  - 2 Council Members
  - 1 Member at Large
  - Chief Administrative Officer as Clerk
- ii) Parkland Regional Library (2)
  - 1 Council Member & 1 Alternate Council Member
- jj) Regional Emergency Management Grant Steering Committee (1)
- kk) Shirley McClellan Regional Water Services Commission (2)
  - 1 Council Member & 1 Alternate Council Member
- ll) Red Deer River Watershed Alliance (RDRWA) (1)
- mm) Valley Ski Hill (1)
- nn) Veterans Memorial Highway Association (2)
  - 1 Council Member & 1 Alternate Council Member
- oo) Waste Connections of Canada Landfill Liaison Committee (1)
- pp) Destruction of Ballots - Motion if required
- qq) Review of Procedure Bylaw 717-23

7. Schedule of Meetings:  
Council Meetings – 1<sup>st</sup> & 3<sup>rd</sup> Tuesday commencing at 9:00 a.m. as required.  
(Meetings will be held on Wednesday following a holiday Monday.) - Motion –
8. Council Remuneration:
  - a. Policy LE002 discussion and/or update amounts
9. Appointment of Signing Officers
  - Reeve, Deputy Reeve, Chief Administrative Officer & Assistant Chief Administrative Officer
10. Appointment of Auditor
  - Ascend LLP Chartered Professional Accountants
11. Appointment of Assessors (Designated Officers)
  - Terry Willoughby, Municipal Property Consultants (2009) Ltd
  - Ray Fortin, Accurate Assessment Group Ltd.
12. Appointment of Land Conservation & Reclamation Inspector
  - Director of Environmental Services

Adjournment



### OFFICIAL OATH OF OFFICE –REEVE

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability execute according to law, the **Office of Reeve** for the County of Paintearth No. 18. So help me god.

SWORN before me at the County )  
of Paintearth No 18 )  
in the Province of Alberta, this 16th )  
day of October A.D., 2024. )  
) )  
) )  
\_\_\_\_\_ )

\_\_\_\_\_  
Deputy Reeve

A Commissioner for Oaths in and  
for the Province of Alberta



**OFFICIAL OATH OF OFFICE – DEPUTY REEVE**

I, \_\_\_\_\_, do swear that I will diligently, faithfully and to the best of my ability execute according to law, the **Office of Deputy Reeve** for the County of Paintearth No. 18. So help me god.

SWORN before me at the County )  
of Paintearth No 18 )  
in the Province of Alberta, this 16th )  
day of October A.D., 2024. )  
) )  
) )  
\_\_\_\_\_ )

\_\_\_\_\_  
Deputy Reeve

A Commissioner for Oaths in and  
for the Province of Alberta

699)

**BYLAW NO. 717-23**  
**OF THE COUNTY OF PAINTEARTH NO. 18**  
**IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE COUNTY OF PAINTEARTH NO. 18 IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF COUNCIL MEETINGS, MEETINGS OF COMMITTEES OF COUNCIL AND TRANSACTING OF BUSINESS BY THE COUNCIL OF THE COUNTY OF PAINTEARTH NO. 18.**

**WHEREAS**, Section 145(a) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the establishment and functions of Council committees and other bodies;

**AND WHEREAS**, Section 145(b) of the *Municipal Government Act* allows a Council to pass a bylaw in relation to the procedures to be followed by council, council committees and other bodies established by the council.

**NOW THEREFORE**, the Council of the County of Paintearth No. 18, duly assembled, hereby enacts:

**1. TITLE**

1.1 This Bylaw may be cited as "The Procedure Bylaw".

**2. DEFINITIONS**

In this Bylaw:

- 2.1 "Act" means the *Municipal Government Act*, R.S.A. 20000, Chapter M-26.
- 2.2 "Administrative Inquiry" is a request by a Councillor to the Chief Administrative Officer for the future provision of information.
- 2.3 "Agenda" is the order of business of a meeting and the associated reports, bylaws or other documents.
- 2.4 "Chief Administrative Officer" means the chief administrative officer of the County of Paintearth No. 18 or designate.
- 2.5 "Chair" means the Reeve, Deputy Reeve or other person authorized to preside over a meeting.
- 2.6 "Confidential" means a meeting or portion of a meeting of Council without the presence of the public where the 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*.
- 2.7 "Council" means the municipal Council of the County of Paintearth No. 18.
- 2.8 "Councillor" means a member of Council who is duly elected and continues to hold office and includes the Reeve.
- 2.9 "Council Committees" means any committee, board or other body established by Council by bylaw under the Act.
- 2.10 "Council Appointments" means any external committee, board or other body that Council appoints delegates/representatives to on behalf of Council.



**Bylaw 717-23**  
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- 2.11 "Deputy Reeve" means the Councillor appointed by Council to act as the Reeve when the Reeve is unable to perform the duties of Reeve, or if the office of Reeve is vacant.
- 2.12 "General Election" means an election held in the County of Paintearth No. 18 to elect the members of Council as described in the *Local Authorities Election Act*.
- 2.13 "Inaugural Meeting" means the Organizational Meeting immediately following the General Election.
- 2.14 "Member" includes a Councillor and a member of a Council Committee who is not a Councillor.
- 2.15 "Organizational Meeting" means the meeting held as described in Section 4.3 and 4.4 and include the Inaugural Meeting.
- 2.16 "Pecuniary Interest" means a pecuniary interest with the meaning of the *Municipal Government Act*.
- 2.17 "Point of Order" means a demand that the Chair enforce the rules of procedure.
- 2.18 "Postpone" means the motion by which action on a pending question can be put off, within limits, to a definite day, meeting, or hour, or until after a certain event.
- 2.19 "Public Hearing" is a pre-advertised public hearing that Council is required to hold under the Act or other enactments or any matter at the direction of Council.
- 2.20 "Question of Privilege" means a request made to the Chair, unrelated to the business on the floor, that affects the comfort, dignity, safety, or reputation of Council or individual Councillors.
- 2.21 "Quorum" is the minimum number of Members that must be present at a meeting for business to be legally transacted.
- 2.22 "Reeve" means the chief elected official of the County.
- 2.23 "Resolution" can also be referred to as a motion.
- 2.24 "Table" means a motion to delay consideration of any matter, which does not set a specific time to resume consideration of the matter.
- 2.25 "Two-Thirds Vote" means a vote by at least two-thirds of Members present at the meeting and entitled to vote on the motion.

**3. APPLICATION AND INTERPRETATION**

*General Rules*

- 3.1 The procedures contained in this bylaw shall be observed in all proceedings of Council.
- 3.2 The procedures contained in this bylaw shall be observed in Council Committee meetings with the exception of the limit of the number of times for speaking. However, no Member shall speak more than once to any question until every other Member choosing to speak shall have spoken.
- 3.3 To the extent that a procedural matter is not dealt with in the *Act* or this Bylaw, the matter will be determined by referring to the most recent version of Robert's Rules of Order. If there is a conflict between this Bylaw and Robert's Rules of Order, this Bylaw takes precedence.





4. COMMITTEES

4.1 The following Council Committees established by Council may be governed by these rules and regulations:

- a) Agricultural Service Board
- b) Assessment Review Board
- c) Emergency Management Advisory Committee
- d) Fire Intermunicipal Committee
- e) Mine Liaison Committee
- f) Municipal Planning Commission
- g) Negotiating Committee
- h) Weed & Ag Pests Appeal Committee

4.2 The Council shall appoint delegates/representatives to the following external Committees, Councils, Boards, Associations (hereinafter called "Council Appointments")

- a) Alberta Rural Transportation Committee
- b) Alliance Seed Cleaning Plant Board
- c) Battle River Alliance for Economic Development Board (BRAED)
- d) Battle River Economic Opportunities Committee
- e) Battle River Research Group
- f) Battle River Watershed Alliance
- g) Brownfield Recreation Centre Committee
- h) Castor & District Family & Community Support Services
- i) Castor & District Housing Authority
- j) Castor & District Museum
- k) Castor & District Recreation Board
- l) Castor, Consort, Coronation & Area Doctor Recruitment/Retention Committee
- m) Castor Doctor Recruitment/Retention Committee
- n) Castor Municipal Library Board
- o) Castor Spray Park Committee
- p) Coronation & District Handi-Bus Society
- q) Coronation & District Recreation Board
- r) Coronation & District Seniors' Housing Authority
- s) Coronation & District Support Services Board
- t) Coronation Doctor Recruitment/Retention Committee
- u) Coronation Memorial Library Board
- v) Coronation Regional Health Services (Assisted Living) Board
- w) Coronation Seed Cleaning Plant Board
- x) Coronation/Consort Victim Services Committee
- y) East Central Ambulance Association
- z) East Central 911 Call Answer Society
- aa) Fleet Community Association Committee
- bb) Halkirk & District Recreation Board
- cc) Paintearth & Neutral Hills Family – Community Connection
- dd) Paintearth Community Adult Learning Council
- ee) Paintearth Economic Partnership Society (PEPS)
- ff) Paintearth Regional Waste Management Ltd. (PRWM)
- gg) Palliser Regional Municipal Services Board



- hh) Palliser Subdivision & Development Appeal Board Members
- ii) Parkland Regional Library Board
- jj) Regional Emergency Management Grant Steering Committee
- kk) Shirley McClellan Regional Water Services Commission
- ll) Targeting the Conservation and Restoration of Riparian Areas, Red Deer River Watershed Alliance (RDRWA)
- mm) Valley Ski Hill Committee
- nn) Veterans Memorial Highway Association
- oo) Waste Connections of Canada Landfill Liaison Committee

- 4.3 The delegates/representatives to each Council Committee/Committee Appointments referred to above shall be appointed by the Council for a specified period of time at the organizational meeting each year, unless in the event of resignation or loss of member for whatever reason, a replacement member will be appointed by the Council at the next regular meeting.
- 4.4 The Council may, from time to time, by resolution, establish other committees and decide to discontinue the operations of any established committee.
- 4.5 The Reeve shall be ex-officio, a member of every Committee listed in 4.1 above, and shall act in an advisory capacity thereto, shall be entitled to participate in committee discussion, shall be entitled to introduce motions and to vote at a committee meeting.
- 4.6 Each Council Committee of the Council shall have a "Terms of Reference" for its governance, which shall be approved by the Council.
- 4.7 Prior to the organizational meeting, the Chief Administrative Officer will compile a listing of Members at Large who have indicated a desire to serve on the external committees as listed above for Council's consideration at the organizational meeting. Once appointed all Members at Large are required to sign off that they will be in compliance with the code of conduct for elected officials.
- 4.8 A Chair and a Vice-chair of each Committee shall be elected by its members unless otherwise provided by "Terms of Reference" approved by the Council.
- 4.9 It shall be the duty of the Chair of each Council Committee or Special Committee, or in the case of illness or absence, it shall be the duty of the vice-chair of the said Committee to summon a special meeting of any such Committee whenever requested to do so by a majority of members of any such Committee.
- 4.10 All meetings are recorded with written minutes; without note or comment. The Agendas of Council meetings will be an integral part of the minutes, available to the public pursuant to the Municipal Government Act.

## **5. MEETINGS**

### *Inaugural Meeting*

- 5.1 Council must hold its Inaugural Meeting not later than two weeks after the third Monday in October following the General Election.
- 5.2 At this meeting:
- a) all Councillors must take the official oath prescribed by the *Oaths of Office Act*;
  - b) Council must confirm the Council Chambers seating arrangements of Councillors;
  - c) review of the Procedure Bylaw;



- d) review and signing of the code of conduct for elected officials; and
- e) all other matter required by Section 5.4 must be dealt with.

*Organizational Meetings*

- 5.3 An Organizational Meeting must be held not later than two weeks after the third Monday in October each year.
- 5.4 At the Organizational Meeting, Council must:
- a) approve the secret ballot voting method to be used for various positions;
  - b) appoint a Councillor to the position of Reeve;
  - c) appoint a Councillor to the position of Deputy Reeve;
  - d) appoint Members to Council Committees and other bodies;
  - e) set the time, dates and place for Regular Meetings;
  - f) review of the Procedure Bylaw;
  - g) review pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large; and
  - h) appoint signing authorities, auditor and assessors.

*Regular Council Meetings*

- 5.5 Regular Council meetings are held every first and third Tuesday of each month in Council Chambers of the County of Paintearth No. 18 Administration Office.
- 5.6 Unless authorized by motion of Council, all Council meetings will commence at 9:00 a.m.
- 5.7 Council may, by Resolution, establish other regular Council meeting dates as may be required from time to time.
- 5.8 Council may change the date, time or place of a regularly scheduled meeting by a Two-Thirds Vote.
- 5.9 Notice of a change in date, time or place, of any meeting of Council will be provided at least 24 hours prior to the meeting to Councillors in accordance with the Act and to the public by:
- a) posting a notice in the County of Paintearth No. 18 Administration Office; and/or
  - b) posting a notice on the County of Paintearth No. 18 website.
- 5.10 Council may cancel any meeting if notice is given in accordance with Section 5.9.

*Special Meetings*

- 5.11 The Reeve may call a special Council meeting at any time and must do so if a majority of Councillors make a request in writing stating the purpose of the meeting.
- 5.12 A special Council meeting requested by Councillors must be held within fourteen (14) days after the request is received.
- 5.13 Notice of a special Council meeting must be given at least 24 hours in advance and in accordance with Section 5.9.



- 5.14 A special Council meeting may be held with less than 24 hours' notice to all Councillors and without notice to the public if at least Two-Thirds of the whole Council agrees to this in writing before the beginning of the meeting.

*Electronic Recording of Proceedings*

- 5.15 The County of Paintearth may record a Council meeting by electronic or other means at the sole determination of the Chair. If the Chair determines that the recording of a Council meeting or Public Hearing by electronic or other means is disruptive or will inhibit or discourage any member of Council or the Public Hearing from fully participating in a Council meeting or Public Hearing the Chair may prohibit, limit or restrict the recording of a Council meeting or Public Hearing by electronic or other means.

- 5.16 A fee will be charged for a recording if available.

- 5.17 No electronic recordings are allowed without the consent of the Council.

**6. PUBLIC HEARINGS**

- 6.1 Public Hearings will be held in conjunction with a regular Council meeting. However, a special Council meeting for the purpose of holding a Public Hearing may be called.

- 6.2 The procedure for a Public hearing is as follows:

- a) The Chair will call for motion to go into a Public Hearing;
- b) The Chair will introduce members of Council and staff, outline the purpose of the Public Hearing, the process to be followed in the Public Hearing and any preliminary matters;
- c) If applicable
  - i) County of Paintearth development staff will present their report followed by questions for clarification by Council; or
  - ii) The proponent or their agent will be requested to present their application within a reasonable time period followed by questions for clarification by Council;
- d) After identifying themselves, representatives from the provincial government or provincial agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
- e) After identifying themselves, representatives from the municipal governments or municipal agencies will be invited to make a verbal presentation followed by questions for clarification from Council;
- f) After identifying themselves, members from the public will be invited to make a verbal presentation followed by questions for clarification from Council;
- g) Depending on the number of written submissions, County of Paintearth development staff may provide a report on the number of written submissions received and if appropriate a general overview of the contents of the written submissions; and
- h) If applicable
  - i) County of Paintearth development staff will present a closing summary and response to any questions that may have been raised in the presentations; or
  - ii) The proponent or their agent will present a closing summary and respond to any questions that may have been raised in the presentations.

- 6.3 Persons may provide written submissions, including visual materials (maps, pictures, etc.) and these must be received by the Chief Administrative Officer no later than 12:00 pm one week prior to the date of the Public Hearing OR in accordance with the provisions in the Public Hearing notice in order to be included in the Council agenda package and form part of the record of the Public Hearing. Written submissions must clearly identify the writer, including the writer's address, and must not be libelous, offensive or improper and



written submissions that are received after the deadline or that otherwise do not comply with this section, in the opinion of the Chief Administrative Officer, will not be accepted.

6.3.1 Persons may use slides, maps, videos and other similar aides provided these aides are received by the Chief Administrative Officer no later than 12:00 pm one week in advance of the Public Hearing, and on the understanding that these aides shall become the property of the County and form part of the record of the Public Hearing.

6.3.2 No written submissions from the public will be accepted at the Public Hearing, but persons who have written submissions may read or summarize their written submissions in accordance with Section 6.5.

6.4 Persons addressing Council shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group and address the chair when responding to questions or providing information.

6.5 Persons may speak for a maximum of ten (10) minutes.

6.6 Persons who represent a group, organization or petition may speak for a maximum of ten (10) minutes.

6.7 At the discretion of the Chair, the time limits for speaking and presentations may be extended to ensure that all interested parties have had a fair and equitable opportunity to express their views.

6.8 After all persons allowed to speak have had the opportunity to speak, the Chair, in the Chair's discretion, may allow additional submissions of no more than five (5) minutes limited to responding to new information arising from earlier submissions.

6.9 The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

6.10 After considering the representations made to it at the public hearing and after considering any other matter it considers appropriate, Council may pass the bylaw, or resolution or make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing; or defeat the bylaw or resolution.

6.11 The minutes of a Council meeting during which a Public Hearing is held must contain the names of the speakers and a summary of the nature of representations made at the Public Hearing.

## **7. QUORUM**

7.1 Quorum for Council is a majority of Councillors unless specified otherwise by this or any other bylaw, or the Act.

### *No Quorum*

7.2 If there is no Quorum within thirty (30) minutes after the time set for the meeting, the Chief Administrative Officer will record the names of the Councillors present and the meeting will be adjourned to the time of the next regular Council meeting.

### *Lost Quorum*

7.3 If any time during a meeting Quorum is lost, the meeting will be recessed and if Quorum is not achieved again within fifteen (15) minutes, the meeting will be deemed to be adjourned.



**8. ABSENCES**

- 8.1 A Councillor is disqualified if they are absent from all regular council meetings held during any period of eight consecutive weeks, unless the absence is authorized by a resolution of council prior to the end of the eight weeks; or if there is no regular meeting during the eight week period, at any time before the end of the next regular meeting.
- 8.2 A Councillor is not considered to be absent from a council meeting if the Councillor is absent away on council business at the direction of council.
- 8.3 A Councillor may submit a request for authorization by resolution of council to allow for a prolonged absence from Council meetings.

**9. COMMENCEMENT OF MEETINGS AND HEARINGS**

- 9.1 As soon as there is a Quorum after the time for commencement of a Council meeting:
- a) the Reeve must take the Chair and begin the meeting; or
  - b) if the Reeve is absent the Deputy Reeve must take the chair and begin the meeting; or
  - c) if the Reeve and Deputy Reeve are not in attendance within fifteen (15) minutes after the appointed time set for the meeting and there is a Quorum, the Chief Administrative Officer must begin the meeting by calling for a motion for the appointment of a Chair. Upon their arrival, the Reeve or Deputy Reeve will assume the Chair.
- 9.2 Should the Reeve desire to leave the Chair for the purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Reeve to take their place until they resume the Chair.

**10. DUTIES OF THE REEVE**

- 10.1 The Reeve:
- a) opens Council meetings;
  - b) chairs Council meetings;
  - c) preserves order in Council meetings;
  - d) decides all questions of procedure;
  - e) ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
  - f) decides who, aside from Councillors, may address Council; and
  - g) Is the spokesperson for the Elected Officials.

**11. AGENDA**

- 11.1 The Agenda for each Council meeting shall be established by the Chief Administrative Officer. Such agendas are to be viewed for additions or deletions by the Reeve if so requested.

*Agenda Delivery*

- 11.2 The Chief Administrative Officer will have the Council Agenda package available on the County website prior to the Council meeting.



*Late Submissions*

- 11.3 Reports and supplementary materials related to items on the Agenda and that are received too late to be included with the Agenda package will be made available as soon as reasonably possible.
- 11.4 Additional Agenda items. Reports and supplementary material that are time sensitive and received too late to be included on the Agenda may be made available for consideration of Council as an additional Agenda item and will be delivered to Council members in paper or electronic format as soon as possible.
- 11.5 The Chief Administrative Officer will make copies of the Agenda and background information available to the public after distribution to Council.

*Adoption of the Agenda*

- 11.6 Council must vote to adopt the Agenda prior to transacting other business and may add new items or delete any matter from the Agenda by a Two-Thirds Vote.
- 11.7 The Agenda of an adjourned meeting will be dealt with at the beginning of the next regular meeting unless a special meeting is called to deal with the business of the adjourned meeting.

**12. ORDER OF BUSINESS**

*Order of Business*

- 12.1 The Order of Business for each meeting shall state the business for consideration of Council in the order agreed upon from time to time by Council.

*Deviation from Order of Business*

- 12.2 The Chair, in their determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

**13. MINUTES**

The Chief Administrative Officer will prepare minutes for all Council meetings which will include:

- a) the full corporate name of the municipality;
- b) the type of council meeting, date, hour and place of meeting;
- c) the names of Councillors, committee members and members of Administration in attendance;
- d) the name of the presiding officer;
- e) the name of administrator or other person who is the official in charge of recording the minutes; and any other appointed officials in attendance, including each person's title;
- f) an item that correspondence with every item on the agenda for that meeting;
- g) a resolution for every item
- h) a record of time(s) a Councillor left and returned to the meeting and any recesses/breaks;
- i) a record of the disclosed general nature of the pecuniary interest when declared by a Councillor; and
- j) the signatures of presiding official, designated officer and recording secretary.



**14. PROCEEDINGS**

*Discussion Directed through Chair*

- 14.1 All discussion at a Council meeting must be directed through the Chair who will be addressed as "Reeve (name)" or Mister/Madam Chair" and refer to each other as "Councillor (name)" as the case may be.
- 14.2 All delegations or members of public wishing to make representation to Council shall do so only upon being recognized by the Chair and shall address themselves to the Chair.
- 14.3 When a Councillor has a Pecuniary Interest in a matter before Council or a Council Committee the Councillor must, if present, disclose the general nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject to the Act, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.
- 14.4 The abstention of a Councillor and disclosure of a Councillor's interest must be recorded in the minutes of the meeting.

*Speaking to Motions*

- 14.4 A Councillor may not speak unless and until recognized by the Chair.
- 14.5 Unless permitted by the Chair, a Councillor may only speak twice on any motion, once in debate and once to ask questions.

*Time Limit*

- 14.6 Each Councillor may speak for only ten (10) minutes, unless otherwise permitted by the Chair.

*Interruption of Speaker*

- 14.7 A Councillor who is speaking may only be interrupted by another Councillor;
- a) by a Question of Privilege; or
  - b) by a Point of Order.
- 14.8 A Councillor who is speaking when a Question of Privilege or a Point or Order is raised must cease speaking immediately.
- 14.9 The Chair may grant permission:
- a) to the Councillor raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
  - b) to the Councillor who was speaking to respond briefly.

But otherwise a Question of Privilege or Point of Order is not debatable or amendable.





*Ruling of Proceedings*

- 14.10 The Chair will rule on a Question If the Reeve desires to leave the Chair for the purpose of taking part in the debate, or otherwise, they shall call upon the Deputy Reeve to take their place until they resume the Chair.
- 14.11 The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.

*Challenging a Ruling*

- 14.12 Any ruling of the Chair may be challenged.
- 14.13 A motion to challenge a ruling may be made only at the time of the ruling, whether or not another speaker has the floor.
- 14.14 A motion to challenge is debatable unless it is related to decorum, the priority of business, or an undebatable pending motion.
- 14.15 If a motion to challenge is made the Chair must state the question "Is the ruling of the Chair upheld?" and may participate in debate on the challenge without leaving the Chair.
- 14.16 If the Chair refuses to put the question on a challenge, the person who would preside if the individual occupying the chair were absent must put the question to Council.
- 14.17 Council will decide the challenge by voting and the decision of Council is final.

**15. MOTIONS**

*Consideration of Motions*

- 15.1 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.
- 15.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 15.3 Once a motion has been moved and stated by the Chair, it is in the possession of Council, and may only be withdrawn with the unanimous consent of the Councillors present at the meeting.
- 15.4 All motions shall be presented in a manner that will allow Council to take a positive action.
- 15.5 A Councillor may request the motion under discussion to be read for their information at any period during the debate but not to interrupt the member speaking.
- 15.6 When required to do so by the Act, Council will provide reasons why a motion was defeated.
- 15.7 A motion does not require a seconder.



*Motions to the Main Motion*

- 15.8 When a motion is made and is being considered, no Councillor may make another motion except to:
- a) amend the motion;
  - b) amend any amendment to the motion;
  - c) refer the main motion for consideration;
  - d) Table the motion;
  - e) Postpone the motion; or
  - f) move a privileged motion.

*Privileged Motions*

- 15.9 The following motions are privileged motions:
- a) a motion to recess;
  - b) a motion to adjourn;
  - c) a motion to set the time for adjournment, and
  - d) a point of privilege.

*Motion to Recess*

- 15.10 The Chair, without a motion, may recess the meeting for a specific period.
- 15.11 Any Councillor may move that Council recess for a specific period.
- 15.12 After a recess, business will be resumed at the point where it was interrupted.

*Amending Motions*

- 15.13 A Member may not amend a motion or make an amendment which:
- a) does not relate to the subject matter of the main motion; or
  - b) is contrary to the main motion.
- 15.14 Only one amendment to the main motion and only one amendment to that amendment are allowed.
- 15.15 The main motion will not be debated until any proposed amendments to it have been debated and voted on.
- 15.16 When all proposed amendments have been voted on, the main motion, incorporating the amendment that has been adopted by Council, will be debated and voted on.

*Referring Motions*

- 15.17 A Councillor may move to refer any motion to the appropriate Council Committee or the administration for investigation and report, and the motion to refer:
- a) precludes all further amendments to the motion;
  - b) is debatable; and
  - c) may be amended only as to the body to which the motion is referred and the instructions on the referral.



*Motion to Limit or End Debate*

15.18 Any motion to limit or end debate:

- a) cannot be debated;
- b) must be passed by a Two-Thirds Vote; and
- c) may only be amended as to the limit to be placed on debate.

*Motion to Table*

15.19 A motion to Table another motion:

- a) cannot be debated;
- b) takes precedence over any other motion connected with the motion being Tabled; and
- c) may be raised from the Table at any time by a majority vote of Council.

15.20 A Tabled motion is brought back with all the motions connected with it, exactly as it was when tabled.

*Motion to Postpone*

15.21 A motion to Postpone:

- a) takes precedence over any other motion connected with the motion being Postponed;
- b) can only be debated as to the time, or date; and
- c) cannot be amended.

*Reconsideration of Motions*

15.22 If a motion is voted on by Council, the same matter dealt with in the motion cannot be reconsidered by Council unless:

- a) a General Election has been held; or
- b) six months has passed since the date that motion was considered; or
- c) a motion to reconsider has passed.

15.23 A Councillor may introduce a motion asking Council to reconsider a matter dealt with in a previous motion providing:

- a) the motion is made at the same meeting of Council at which the original matter was considered and is
- b) moved by a Councillor who voted with the prevailing result; or
- c) a Notice of Motion is submitted by a Councillor who voted with the prevailing result, 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; and
- d) the motion to which it is to apply had not already been acted upon.

15.24 If a motion to reconsider is passed the original motion is on the floor.



**16. CONFIDENTIAL ITEMS**

*Motion to go to Closed Session*

- 16.1 Any Councillor may move that Council convene into a closed session 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*.

*Closed Session Meeting*

- 16.2 All Closed Session meetings will:

- a) be chaired by the Reeve;
- b) be held without the presence of the public unless invited by Council;
- c) the basis on which, under an exception to disclosure in Division 2 of Part 1 of the *Freedom of Information of Privacy Act* or under the regulations under subsection (7), the part of the meeting to be closed;
- d) record in the minutes the names of the persons from the public and the reasons for allowing them to attend;
- e) No bylaw or motion will be passed at a Closed Session meeting except for a motion to revert to a meeting to be held in public;
- f) After the closed meeting discussions are completed, any members of the public who are present outside the meeting room will be notified that the rest of the meeting is now open to the public, and a reasonable amount of time will be given for those members of the public to return to the meeting before it continues.

**17. NOTICE OF MOTION**

- 17.1 A Councillor wishing to introduce a new matter for consideration must submit the motion in writing to the Chief Administrative Officer.

- 17.2 A Councillor may make a motion introducing any new matter only if:

- a) notice is given at a previous Council meeting;
- b) notice is submitted to the Chief Administrative Officer to be included in the next Council Agenda; or
- c) Council, by a Two-Thirds Vote, agrees to dispense with notice.

**18. VOTES OF COUNCIL**

*Requirement to Vote*

- 18.1 Each Councillor present must vote on every motion, unless the Councillor is required or permitted to abstain from voting under the *Act*.

- 18.2 When a public hearing on a proposed bylaw or resolution is held, a Councillor:

- a) must abstain from voting on the bylaw or resolution if the Councillor was absent from all of the public hearing, and
- b) may abstain from voting on the bylaw or resolution if the Councillor was only absent from a part of the public hearing.



18.3 Recording of Votes

- a) Before a vote is taken by Council, a Councillor may request that the vote be recorded.
- b) When a vote is recorded, the minutes must show the names of the Councillors present and whether each Councillor voted for or against the proposal or abstained.

*Voting Procedure*

18.4 Votes on all motions must be taken as follows:

- a) except for a meeting conducted through other communication facilities, Councillors must be in their designated Council seat when the motion is considered;
- b) the Chair puts the motion to a vote;
- c) Councillors vote by a show of hands or other method agreed to by Council; and
- d) the Chair declares the result of the vote.

18.5 Unless otherwise specified in this bylaw, a motion is carried when a majority of Councillors present at a meeting vote in favor of the motion.

18.6 A secret ballot must be held if requested by any Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council.

*Declaring Results of a Vote*

18.7 After the Chair declares the result of the vote, Councillors may not change their vote for any reason.

18.8 A question on the results of a vote may be resolved by the Chair immediately calling for a revote on the motion.

*Tied Vote*

18.9 A motion is lost when the vote is tied.

**19. BYLAWS**

*Basic Requirements*

19.1 All proposed bylaws must have:

- a) a bylaw number assigned by the Chief Administrative Officer; and
- b) a concise title indicating the purpose of the bylaw.

19.2 Councillors will be provided the opportunity to review a copy of the proposed bylaw, in its entirety, prior to any motion for first reading.

*Introducing a Bylaw*

19.3 A proposed bylaw must be introduced at a Council meeting by a motion that the bylaw be read a first time. Council may hear an introduction of the proposed bylaw from the Chief Administrative Officer.

19.4 After first reading has been given, subject to the requirements of the *Act*, any Councillor may move that the bylaw be read a second time.



**Bylaw No. 717-23**  
**Page 16**

19.5 Council may not give a bylaw more than two readings at a meeting unless all Councillors present at the meeting unanimously vote in favor to consider third reading.

*Amendments to Bylaws*

19.6 Any amendments to the bylaw which are carried prior to the vote on third reading will be considered to have been given first and second readings and will be incorporated into the proposed bylaw.

*Defeated Bylaws*

19.7 The previous readings of a proposed bylaw are rescinded if the proposed bylaw:

- a) does not receive third reading within two years after first reading;
- b) is defeated on second or third reading; or
- c) if a bylaw does not receive first reading, the bylaw does proceed to a Public Hearing and is considered defeated.

*Bylaw Consolidations*

19.8 The Chief Administrative Officer or a Designated Officer is authorized pursuant to section 69(1) of the Act to consolidate one or more of the bylaws of the municipality into one bylaw to be passed by Council.

*Effective Date*

19.9 A bylaw is effective from the beginning of the day it is signed unless the bylaw or any applicable statute provides for another effective date.

*Bylaws Signed and Sealed*

19.10 The Reeve and Chief Administrative Officer must sign and seal the bylaw as soon as reasonably possible after third reading is given.

19.11 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 the Act or another enactment.

**20. COUNCILLOR REPORTS**

20.1 Councillors will verbally report to Council on the meetings they have attended representing the County.

**21. DELEGATIONS**

*Presentations at Council Meetings*

21.1 Delegation requests before Council, either on a person's own behalf or as a representative of a group or organization, must:

- a) be made in writing;
- b) identify the name and contact information of the person, group or organization, as applicable;
- c) clearly identify the reason or purpose of the request and provide a brief explanation of the subject to be addressed in the presentation; and
- d) be received by the Chief Administrative Officer no later than 12:00 pm one week in advance preceding the meeting at which the person is requesting a delegation.



- 21.2 Delegations requests that comply with Section 21.1 will be reviewed by the Chief Administrative Officer and the Chief Administrative Officer shall notify the person requesting a delegation whether the request has been:
- a) approved and added to the Agenda;
  - b) approved but deferred to a subsequent Agenda; or
  - c) refused along with the reasons for the refusal.
- 21.3 The Chief Administrative Officer has the discretion to determine whether a delegation should be before Council.
- 21.4 Delegations by the same or similar person, group or organization or on the same or similar matter may not be allowed more than once in any six (6) month period except as determined by the Chief Administrative Officer.
- 21.5 Delegations wishing to address the following matters shall be refused without reasons:
- a) any matter that will be or is the subject of a statutory public hearing or a municipal planning commission meeting;
  - b) any matter being reviewed, appealed or litigated, including but not limited to enforcement orders, matters properly before the subdivision and development appeal board, the assessment review board, or the Municipal Government Board, or matters before the Court;
  - c) any matter under investigation by an investigator, an officer, the police, the RCMP, or any other person with investigative powers; and
  - d) any matters dealing with business, individual or group promotion or sales.
- 21.6 A delegation wishing to use slides, maps, videos or other similar aides must provide such aides to the Chief Administrative Officer one week in advance of the meeting and must not be libelous, offensive or importer as determined by the Chief Administrative Officer.
- 21.7 A delegation shall be given no more than ten (10) minutes to present unless Council agrees to extend the time.
- 21.8 Upon being recognized by the Chair, a Councillor may pose questions for clarification to a delegation or the Chief Administrative Officer; however, debate is not allowed.
- 21.9 Council may, by resolution, direct an Administrative inquiry on a matter arising from a delegation presentation.

## **22. CONDUCT IN COUNCIL MEETINGS**

### *Public Conduct*

- 22.1 During a Council meeting members of the public must:
- a) not approach or speak to Council without permission of the Chair;
  - b) not speak on any matter for longer than fifteen (15) minutes unless permitted by the Chair;
  - c) maintain order and quiet; and
  - d) not interrupt a speech or action of Council or another person addressing Council.
- 22.2 The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.



*Council Conduct*

22.3 During a Council meeting, Councillors must:

- a) speak respectfully and using parliamentary language;
- b) be acknowledged by the Chair prior to speaking;
- c) respect the rules and proceedings of Council or the Committee;
- d) refrain from side conversations when another Member or a member of the public is speaking;
- e) respect the decision of the Chair on any ruling, order, question, practice or interpretation; and
- f) abide by the applicable Code of Conduct Bylaw.

*Cell Phones and Personal Electronic Devices*

22.4 During a Council meeting all cell phones and personal electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

**23. COMMUNICATIONS WITH COUNCIL**

23.1 Where one or more Councillors obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer, that information will be provided to all other Councillors as soon as is practicable.

23.2 The Chief Administrative Officer may accept any communication intended for Council that is not submitted as part of a Public Hearing or a delegation, or is intended for a Council Committee, if the communication:

- a) is in writing;
- b) identifies the writer and the writer's contact information; and
- c) is not libelous, offensive or improper, as determined by the Chief Administrative Officer.

23.3 If a communication meets the conditions in Section 23.2 and is within the governance authority of Council or a Council Committee, the Chief Administrative Officer will provide a copy of the correspondence to Council or a Council Committee within a reasonable time.

23.4 If a communication meets the conditions in Section 23.2 but is not within the governance authority of Council or a Council Committee, the Chief Administrative Officer will, in the Chief Administrative Officer's discretion:

- a) refer the communication to Administration for a response, if warranted, and provide a copy of the communication and the response to Council or the Council Committee; and
- b) may take any other appropriate actions.

23.5 If a communication does not meet the conditions in Section 23.2, the Chief Administrative Officer may file the communication without taking any action after advising Council or the Council Committee with a brief explanation as to why the communication did not meet the conditions in section 23.2 or may otherwise be inappropriate.

23.6 If a Councillor receives a communication intended for Council or a Council Committee, or if a Councillor receives a communication that the Councillor believes should be shared with Council or a Council Committee, the communication shall be forwarded to the Chief Administrative Officer to address pursuant to this section.

23.7 Communications about municipal administration, policies and programs, and operations shall be provided to the Chief Administrative Officer to determine an appropriate response, if warranted.





**24. SEVERABILITY**

24.1 If any portion of this Bylaw is declared invalid by a Court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.

**25. REPEAL OF BYLAW**

25.1 Bylaw 703-21 is hereby repealed, and this Bylaw comes into force and effect when it has received third reading and has been duly signed.


Received First Reading this 11 Day of November, 2023 on a motion of Councillor Wiant. Carried

Received Second Reading this 11 Day of November, 2023 on a motion of Councillor Norton. Carried

Councillor GLAZIER moved to proceed to Third Reading. Carried Unanimously.

Read a Third Time and Finally Passed this 11 Day of November, 2023 on a motion of Councillor ELLIOTT. Carried.

Signed by the Chief Elected Official and Chief Administrative Officer this 11 Day of NOVEMBER, 2023 

  
Stanley Schulmeister, Reeve

  
Michael Simpson, Chief Administrative Officer

8a)

**Title: Councillor Remuneration, Expenses & Benefits**

**Policy: LE 002**

**Section: Legislative**

**ACCOUNTABILITY:** The County of Paintearth No. 18 believes that elected officials who on behalf of the ratepayers provide good governance should receive payment for their involvement in Council activities.

**POLICY STATEMENT:** Council recognizes that the discharge of public service often results in the Councillor incurring financial expenses and places considerable demands on his/her time.

The Council, accordingly, intends that compensation for Councillors be established and accepted within the spirit of being a public service.

The Council expects that elected members will adhere to these regulations and will strive to ensure that County Administration is not placed on a judgmental position when processing Councillor claims for compensation.

**GUIDELINES:**

1. Councillors shall:
  - a. Be eligible to receive compensation and expenses for the performance of duties authorized by Council;
  - b. Receive compensation and expenses at rates established by the Council;
  - c. Complete, submit monthly to payroll, the prescribed claim sheet for the documentation of compensation and expenses.

Councillors shall not:

- a. Receive reimbursement for any alcoholic beverages, personal entertainment or other personal expenses;
- b. Political Events, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal or provincial registered party, registered association or candidate are ineligible expenses as a member of Council.

2. Generally, Council intends to provide compensation to Councillors for the following services:
  - a. Regular and Special Council meetings;
  - b. Meetings of Committees of the Council;
  - c. Annual County Ratepayers Function – half day;
  - d. RMA Conventions, Workshops and Zone Meetings;
  - e. ASB Conventions, Workshops and Zone Meetings;
  - f. Other Meetings or Conventions which have been authorized for attendance.

Council recognizes that appointments to other Boards/Groups should be worthy of the same compensation established for Council business. If the other Board/Group pays less than the Council established rate, the difference in the diem can be claimed. It will be the responsibility of Council representatives to indicate the diem shortfall on their claim sheet.

There are instances when the County is represented by a member-at-large on some organizations/committees, and Council will extend them the same compensation privileges.

3. Per Diem Claims:
 

All meetings, etc. are to be claimed to the nearest half day. Rates are \$250.00 per full day and \$125.00 per half day. A half day is up to 4 hours, full day is up to 7.5 hours and above 7.5 hours is a full day and a half.

  - a. Travel time for authorized functions outside the County boundaries shall be included to determine the length of the function.

- b. Meals to be provided during Council/ASB Meetings and all other meals are to be reimbursed when not provided per County Policy: Breakfast - \$25.00, Lunch - \$25.00, Dinner - \$35.00. (Effective October 3, 2023 - cost is prorated for partial day away and no receipt required)
  - c. Attendance at functions must be authorized with members being nominated or selected to attend when required.
  - d. The Reeve shall receive an allowance of \$1,200.00 per month. (Effective Nov. 1, 2021)
  - e. The Deputy Reeve shall receive an allowance of \$1,000.00 per month. (Effective Nov. 1, 2021)
  - f. Each Councillor shall receive an allowance of \$800.00 per month. (Effective Nov. 1, 2021)
4. Mileage Claims:
- a. Claim for round trip mileage (from the residence to the meeting/function and return). Rate is \$0.65 per kilometer (Effective October 3, 2023).
  - b. Claim round trip mileage (from the residence to the meeting/function and return) for authorized functions attended outside the County boundaries while on County business.
  - c. The sharing of transportation shall be considered whenever possible.
5. Convention Allowances:
- a. Councillors will be paid \$250.00 per day; \$125.00 per half day. Travel time to and from the convention should be included in determining the number of days to be claimed. The allowance for incidentals when away from home is \$20.00 per night if required.
  - b. Registrations/reservations will be handled by Administration, along with cancellations. Councillors must advise administration of any cancellations prior to the function. Should a Councillor fail to do so, the registration fee will be deducted from the monthly compensation. Should a member feel that they should not have to pay the registration, it should be referred to Council.
  - c. Hotel accommodation, meals and parking fee receipts must be turned into Administration for reimbursement if not covered under the corporate credit card for payment.
  - d. When a spouse/partner accompanies a Councillor to a meeting, workshop, seminar, or conference, the expenses of the spouse/partner shall be considered a personal expense and are the responsibility of the individual Councillor and shall not be reimbursed by the County.
  - e. Actual accommodation costs and parking costs per convention paid directly by Councillors will be reimbursed. Meals or accommodations charged to the corporate credit card will be not reimbursed directly to each Councillor. Meals not provided by the convention to be reimbursed per County Policy.
6. Equipment Provided:
- a. Councillors will be provided with IT equipment including computer & accessories, software, carrying case, router and printer at the cost of the County. This will allow Councillors to receive High Speed Internet to allow access to electronic communications with constituents, businesses, etc. and County of Paintearth Administration. Please refer to the County's LE 001 Council High-Speed Internet & Equipment Policy for detailed information.
  - b. Councillors are provided supplies (paper and ink) at the cost of the County. Insurance coverage for the IT equipment is provided within the County's Insurance Policy.
  - c. Compensation will be paid to Councillors semi-annual to assist with their Internet monthly fees while serving their term in office. The rate paid is \$57.70 (GST Inc.) per month.
7. Benefits:
- The County contributes 100% of the premiums for the coverages listed below:
- |   |              |
|---|--------------|
| a. Accidental Death or Dismemberment (see policy) | \$200,000.00 |
| b. Weekly Indemnity                               | 300.00       |
| c. Accident Reimbursement Benefit                 | 5,000.00     |
| d. Critical Illness Coverage                      | 15,000.00    |
- The County also contributes 100% of the premiums for:
- a. Extended Health Care
  - b. Dental
  - c. Health & Wellness

Health And Wellness Spending Account: Effective January 1, 2023, a Health and Wellness Spending Account is provided for Councillors to receive \$1,000.00 per year. Regulations as provided to County employees.

Regulations:

- a) Effective January 1, 2023, the Health and Wellness Spending Account shall be in the amount of one-thousand dollars (\$1,000.00) per year for each Councillor.
  - b) The Health and Wellness spending Account will provide reimbursement to Councillors to maintain and enhance their wellness - including:
    - Fitness equipment and activities
    - Professional development and educational courses
    - Dependent care
    - Health related services
    - Dental services
    - Eye care and eye wear
  - c) Any unused amount may be carried forward into the following year to a maximum of two-thousand dollars (\$2,000.00).
  - d) In the event of termination of employment, any unused portion of the Health and Wellness Spending Account will be forfeited to the County.
8. Recognition of Service:  
Councillors leaving the County after having provided long-term services are recognized under County's HR 011 Recognition of Service Policy.
9. Retirement:  
Councillors retiring from the County are eligible to receive recognition of service benefits under the County's HR 012 Retirement Policy.

**Council Approved: November 28, 2023**  
**Reference: Former Policy 415**  
**Administrative Responsibility: Chief Administrative Officer**  
**Review Cycle: As required**

**Resolution # 11.28.23.418**  
**Originated: April 15, 1999**

**Next Review Date: As required**