



**ORGANIZATIONAL MEETING OF COUNCIL
A G E N D A
Wednesday, October 16, 2024 – 6:00 P.M.
Bashaw Council Chambers**

1. Call to Order
2. Election of Deputy Mayor and Oath of Office
3. BUSINESS
 - (a) Establish the day, time, and place of regular meetings.
 - (b) Establish Per Diem Rate – Review. Copies provided, discuss mileage rate and any other changes.
 - (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel
 - (d) PROCEDURE BYLAW 816-2022
 - (e) Council Code of Conduct Bylaw 804 - 2021
4. Appoint Standing Committees; the first person named delegated as Chairperson. (2023 appointed council members listed on the attachment.)
 - (a) Tourism & Economic Development
 1. Bashaw Ag Society
 - (b) Appeal and Review Boards
 1. Regional Assessment Review Board –Diane Szumlas has agreed to continue.
 2. Subdivision & Development Appeal Board – Diane Szumlas – same comment as above.
 3. Regional Assessment Review Board – Appoint Chair, etc.

MOVED by _____ that the Town of Bashaw Council pursuant to Bylaw 825-2024 appoints, Roland Marchand as the Chair of the Regional Assessment review board; and further that the Town of Bashaw council appoints Cindy Trautman, Roland Marchand, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, Terry Daykin and Frank Hegholz as members to hear appeals on the regional Assessment Review Board.
 - (c) Protection and Safety Services
 1. Disaster Services – *All Members of Council*
 2. Director of Emergency Management
 3. Deputy Director
 4. Emergency Public Information Officer – *Mayor or Deputy Mayor*
 5. Emergency Alert System
 6. Fire Department (One Councillor)
 7. Regional Emergency Management Services (One Councillor)

(d) Community Services

1. Bashaw Municipal Library (One Councillor)
2. Parkland Regional Library (One Appointee)
3. Camrose Area Lodge Authority (One Councillor)
4. Bashaw and District Support Services (One Councillor)
5. Bashaw Youth Foundation (One Councillor)
6. Beautification Committee Representatives – (on Election year) Bryan Gust and Terry willing to continue as members at large.

(e) Public Facilities and Transportation Management

1. Bashaw Airport Commission (One Councillor) –
- Two or more citizens at large
This has not been an active commission.
2. Bashaw Area Recreation Board (One Councillor) –
3. Bashaw Bus Society (One Councillor) –
4. Highway 12/21 Regional Water Services Commission
(Two Councillors) -
(Alternates – the remainder of Council) –
5. Bashaw Community Centre Board (One Councillor) –

5. Bylaws/Plans: Book Dates to Review/Revise

5.1 Emergency Preparedness – Staff are in process of training ICS 100 in May 2024, ICS 200 in October

5.2 Municipal Development Plan

5.3 Intermunicipal Development Plan 782-2018

6. Adjournment



**ORGANIZATIONAL MEETING OF COUNCIL
MINUTES
Wednesday, October 18, 2023 @ 6:00 P.M.
Council Chambers**

In Person: CAO Fuller (5:30pm), Mayor Rob McDonald (5:50pm), Councillor McIntosh (5:50 pm), Councillor Bryan Gust (5:50pm), Councillor Jackie Northey (5:55pm), & Deputy Mayor Cindy Orom (5:50 pm)

Zoom Connection: Stu Salkeld-East Central Review (6:01 pm)

Public Zoom: none

Recording Secretary: Chris Morrison (5:50pm)

Absent: Public Works Foreman Taylor with notice

Press: Stu Salkeld (Connected 6:01pm)

Public: Stacey Trombley, Rob Trombley (6:03 pm), Dan Zembal (6:11 pm)

1. Meeting called to order by Mayor McDonald at 6:00 pm.
2. Election of Deputy Mayor and Oath of Office

Councillor Northey nominated Councillor Orom for the position of Deputy Mayor. Councillor Orom accepted the nomination. Councillor Gust nominated Councillor Northey. Councillor Northey declined. Councillor Orom accepted the nomination.

MOVED by Mayor McDonald that Councillor Orom be appointed Deputy Mayor.

MOTION #186-2023

CARRIED

Mayor McDonald assisted Councillor Orom to complete the Oath.

3. BUSINESS

- (a) Establish the day, time, and place of regular meetings.

MOVED by Councillor Gust that regular meetings of Council be held on the first and third Wednesdays of each month at 6:00 pm in Bashaw Council chambers.

MOTION #187-2023

CARRIED

- (b) Establish Per Diem Rate – review requested revisions.

MOVED by Councillor Northey that Per Diem Rates remain at \$475.00 per month for the Mayor and \$350.00 per month for councillors and mileage rate remains at 0.57 per kilometer.

MOTION #188-2023

CARRIED

- (c) Signing Authority – Motion required to name all Members of Council, the Chief Administrative Officer, and the Municipal Treasurer as Signing Authority for the Town; two signatures required on each cheque - one Elected Official and one Administration Personnel

MOVED by Councillor McIntosh that the approved Signing Authority for the Town of Bashaw include Mayor Rob McDonald, Deputy Mayor Cindy Orom, Councillor Gust, Councillor Northey, Councillor McIntosh, CAO Theresa Fuller, and Municipal Treasurer Darlene Tucker. Two signatures, one council member and one administration staff are to be on each cheque.

MOTION #189-2023

CARRIED

(d) PROCEDURE BYLAW 809-2021

No changes.

(e) Council Code of Conduct Bylaw 804-2021

No changes.

4. Appoint Standing Committees; the first person named delegated as Chairperson.

(a) Tourism and Economic Development

1. Bashaw Ag Society

Mayor McDonald

(b) Appeal and Review Boards

1. Regional Assessment Review Board

Diane Szumlas

2. Subdivision and Development Appeal Board

Diane Szumlas

(c) Protection and Safety Services

1. Disaster Services

All Members of Council

2. Director of Emergency Management

Foreman Patrick Taylor

3. Deputy Director of Emergency Management

CAO Theresa Fuller & Dennis Jones

4. Emergency Public Information Officer

Mayor McDonald

5. Emergency Alert System

Foreman Patrick Taylor

Assistant Fire Chief Dennis Jones

Councillor McIntosh

Councillor McIntosh

6. Fire Department

7. Regional Emergency Management Services

Councillor McIntosh

(d) Community Services

1. Bashaw Municipal Library

Mayor McDonald

2. Parkland Regional Library

Councillor Northey

3. Camrose and Area Lodge Authority

Deputy Mayor Orom

4. Bashaw and District Support Services

Councillor Gust

5. Bashaw Youth Foundation

Deputy Mayor Orom

6. Beautification Committee Representatives

Terri Brown-Gust
Bryan Gust
Deputy Mayor Orom
Councillor Northey

7. Historic Society

(e) Public Facilities and Transportation Management

1. Bashaw Airport Commission

Mayor McDonald
Needed: Citizens-at-Large

2. Bashaw and Area Recreation Board

Councillor Northey

3. Bashaw Bus Society

Councillor Gust

4. Highway 12/21 Regional Water Services Commission

Mayor McDonald
Deputy Mayor Orom

Alternates:

Councillor Gust
Councillor McIntosh
Councillor Northey

5. Bashaw Community Centre Board

Councillor Gust

MOVED by Councillor McIntosh to approve the committee positions as amended for 2023-2024.

MOTION #190-2023

CARRIED

MOVED by Councillor McIntosh that the Town of Bashaw council pursuant to Bylaw 808-2021 appoints, Roland Marchand as the Chair of Regional Assessment review board; and further that the Town of Bashaw council appoints Cindy Trautman, Roland Marchand, Diane Szumlas, Peter Bodnar, Angela Lorente, Dawn Pauls, Terry Daykin and Frank Hegholz as members to hear appeals on the regional Assessment Review Board.

MOTION #191-2023

CARRIED

5. Bylaws/Plans to Consider Reviewing:

- Strategic Plan
- Emergency Preparedness
- Municipal Development Plan
- Intermunicipal Collaboration Framework 783-2018
- Intermunicipal Development Plan 782-2018

CAO Fuller will include the above in lower-volume, upcoming meeting agendas.

6. Adjournment called by Deputy Mayor Orom at 6:17 pm.



**TOWN OF BASHAW
MASTER RATES AND SCHEDULES BYLAW 760-2014**

TITLE: REMUNERATION & REIMBURSEMENT
SECTION: 1 LEGISLATIVE APPENDIX: A
REFERENCE POLICIES # 12:10, 11:10, 11:20

STATEMENT:

The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

DEFINITIONS:

Remuneration: a payment or reward for goods or services or for losses sustained or inconvenience caused

Sustenance: for the purpose of this policy will be defined as meals

PAYMENT:

1. COUNCIL REMUNERATION FOR REGULAR, SPECIAL AND COMMITTEE MEETINGS AS PER TOWN OF BASHAW POLICY 12.10, *MOTION 209 – 2017, OCTOBER 26, 2017*
 - a. Mayor \$475.00/Month
 - b. Councillors \$350.00/Month

2. TRAVEL COST REIMBURSEMENT AS PER THE TOWN OF BASHAW POLICY 11:10
 - a. The traveler shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
 - i. Producing a receipt for cost expended OR
 - ii. Mileage Rate 0.57 per Km. (Motion 213-2022, October 24, 2022)

3. MEAL COST REIMBURSEMENT AS PER TOWN OF BASHAW POLICY 11.20 (Revised October 17, 2019; MOTION #197-2019.)
 - a. A maximum of \$ 90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (ensure receipts include gst amounts)
 - b. If a single meal; Maximum of \$ 30.00, with receipt.
 - c. Location of conference /training may warrant higher meal amount.

TOWN OF BASHAW

TITLE: Council/Mayor Remuneration

POLICY #: 12.10

EFFECTIVE DATE APPROVED BY COUNCIL: February 7, 2006, October 26, 2017, October 22, 2020

RESOLUTION: 66 – 2006, 209 – 2017, 192-2020

POLICY STATEMENT:

The Town of Bashaw believes that clear guidelines for Council/Mayor Remuneration must be established and reviewed periodically to fairly and adequately compensate for services rendered to and for the residents of the Town.

PURPOSE:

To establish a written policy, approved by Council, to outline the remuneration paid to Council members.

PROCEDURES:

Definitions:

Regular Council Meetings – meetings of Council held on a regular basis as set out at the annual organizational meeting.

Special Council Meetings – meetings of Council held for the purpose of dealing with specific items or issues as called and held in accordance with the Municipal Government Act.

Standing Committees and/or Municipal Membership Organizations –committees established by Council to continue on an ongoing basis for the purpose of delegating certain duties and powers imposed and conferred upon Council by the Municipal Government Act, or

Boards, Commissions or Committees

- (a) consisting of representation from several municipalities,
- (b) established by volunteer agreements amongst municipalities, or
- (c) established by Provincial Regulations, of which Bashaw is a member for the purpose of undertaking programs, projects or other matters of mutual interest and benefit.

Examples, including but not limited to are:

Bashaw Area Recreation Board
Bashaw and District Agricultural Society
Bashaw Family and Community Support Services
Bashaw Community Centre Board
Bashaw Municipal Library Board
Camrose and Area Lodge Authority
Parkland Regional Library
Highway 12/21 Regional Water Services Commission

Or

Conferences, Workshops, Course and Conventions – functions pertaining to Local Government Affairs in which Council has a direct or indirect interest and for which Council will benefit by its member becoming better informed of issues and concerns facing local governments. Attendance must first be authorized by Council.

Examples, including but not limited to are:

Annual Elected Officials Symposium
Alberta Urban Municipalities Association Annual Convention

1. Rates for remuneration:

The remuneration is intended to reduce the administration of Council members and staff for keeping track, identifying and calculating the remuneration due for the various types and classifications of meetings attended. Remuneration will be expected to cover the generally accepted two Regular Meetings of Council per month and any other additional Special Meetings of Council that may be called. It will also serve to address any assigned meeting commitments based on a Councillor's portfolio. The remuneration will also cover all ad hoc meetings, presentations, appearances etc. that Council members are requested to attend from time to time in and around the community as well as any other meetings, educational sessions, conferences, conventions or functions that are required outside of the municipal boundaries.

The intention is that this system will be transparent and self-governing and self-policing. Councillor reports given at Regular Meetings of Council and attendance roll in the minutes will dictate the accountability of Council members and their responsibilities as an elected official of office. Their contribution and performance will qualify the remuneration earned.

Mayor	\$475.00/Month
Councillors	\$350.00/Month

2. Registration Fees

Registration fees to conferences, conventions, courses, etc. will be either:

- i. paid directly by the Town of Bashaw upon registration of the delegate, or
- ii. reimbursed on production of an official receipt

3. Out-of-the-Pocket Expenses

Other out-of-the Pocket Expenses incurred to benefit Council as a whole will be reimbursed with the presentation of receipts as per the Meals, Travel and Lodging policies.

4. This policy shall be reviewed either:

- (a) at a regular Council meeting not less than one month prior to election, or
- (b) at a regular Council meeting not more than one month after the elections.

5. Council Fees

Council fees shall be paid semi-annually (June and December)

Honorariums and Expenses for all Out of Province Conventions, Seminars, Conferences and Meetings must be pre-authorized by Council.

Situations arising that do not fall within the context of this policy or of which Council members are not certain should be brought before Council for clarification.

TOWN OF BASHAW

TITLE: Travel Reimbursement for Council and Staff

POLICY #: 11.10

EFFECTIVE DATE APPROVED BY COUNCIL: July 15, 2008; June 14, 2014; October 22, 2020

RESOLUTION: 237-2008, 144-2014, 192-2020, 213-2022

POLICY STATEMENT:

The Town of Bashaw recognizes that Council Members and/or Town Employees/Representatives should be compensated or reimbursed for travel expenses where the need for travel arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the travel expenses paid to Council Members and/or Town Employees/Representatives.

PROCEDURES:

- 1) The traveller shall be reimbursed for travel expenses by whichever method is the most economical for the Town of Bashaw:
 - a. Producing a receipt for cost expended OR
 - b. Mileage \$0.57 per kilometre (Motion 213-2022, October 24, 2022)
- 2) If more than one person is attending the same event and travel by personal vehicle is required, the following shall apply
 - a. Where all travellers travel together in one personal vehicle, only the owner of the said vehicle shall be reimbursed for mileage.
 - b. Where one or more of the travellers choose to drive in separate vehicles for personal preference and not due to lack of space, the travel claim for mileage shall be divided by the number of people attending the event (i.e. 180 km total mileage divided by two travellers in separate vehicles = 90 km claimed for each traveller.
- 3) Travel Expense Claim forms must be submitted in a timely manner.
- 4) All out of province travel requires the prior written approval of the traveller's direct Supervisor and/or Council.
- 5) Travel Expenses for a spouse/partner accompanying and Elected Official or Representative to an authorized out of Town event/conference/convention may be deemed eligible for reimbursement if the claim is not a duplication of another expense claim and if the claim is in compliance with all other Sections of this Policy.

TOWN OF BASHAW

TITLE: Meals and Entertainment

POLICY #: 11.20

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007, October 17, 2019,
October 17, 2019

RESOLUTION: 238-2007, 197-2019

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for meals and entertainment expenses arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the meal and entertainment expenses paid to Council members and/or Town employees/representatives.

PROCEDURE:

- a) Council members and/or Town employees/representatives must first be removed from the Town a reasonable distance and duration.
- b) Consideration will be given to circumstances that are of an inconveniencing nature.
- c) A maximum of \$90.00 per day will be allotted for meals and entertainment with receipts required for all expenses. (*ensure receipts include gst amounts*)
- d) If a single meal; Maximum of \$30.00, with receipt.
- e) Location of conference/training may warrant higher meal amount.

All meal and entertainment expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason, their subsistence will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.

TOWN OF BASHAW

TITLE: Lodging

POLICY #: 11.30

EFFECTIVE DATE APPROVED BY COUNCIL: June 19, 2007

RESOLUTION: 239-2007

POLICY STATEMENT:

The Town of Bashaw recognizes that Council members and/or Town employees/representatives should be compensated or reimbursed for travel expenses where the need for lodging arises from the attendance of said personnel to represent, perform work or otherwise gain education in the course of their duties specifically intended for the betterment of the Town at various functions and venues.

PURPOSE:

To establish a written policy, approved by Council, to outline the lodging expenses paid to Council members and/or Town employees/representatives.

PROCEDURES:

- a) The intent for acquiring accommodations must be pre-authorized by Council, emergency situations shall be exempt.
- b) Efforts must be made to source the most economical and reasonable lodging in relationship to the business activity.
- c) Wherever possible, accommodations will be booked and paid directly by the Town of Bashaw.
- d) Daily living services will be allowed for the inconvenience of not being home but not where any greater luxury will be afforded (i.e. telephone, cable/satellite TV, but not pay-for-view TV).

All lodging expenditures, including receipts, are to be recorded and submitted in a timely fashion on an approved expense report.

It is understood and accepted that spouses/partners sacrifice a great deal in order to support and/or promote the political schedule of elected and non-elected officials. For this reason their lodging will also be an eligible expense claim when they accompany their spouse/partner to an authorized convention/conference or other events that have been approved for the elected or non-elected official to attend.



**BYLAW # 816 - 2022
THE PROCEDURE BYLAW
FOR THE TOWN OF BASHAW**

A BYLAW OF THE TOWN OF BASHAW TO PROVIDE FOR THE ORDERLY PROCEEDINGS OF MEETING OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS Section 145 of the Municipal Government Act, R.S.A. 2000 Chapter M-26 and amendments thereto authorizes Council to pass bylaws to regulate the procedure and conduct of Council, Council Committees, and other bodies established by Council;

AND WHEREAS the Council of the Town of Bashaw wishes to establish and follow a process of governance that reflects transparent government;

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

1. Title This bylaw shall be known as the "Procedural Bylaw" of the Town of Bashaw.

2. Definitions

Act means the Municipal Government Act, R.S.A. 2000, c. M-26, and regulations thereunder and any amendments of successor legislation thereto.

Closed Session means a meeting of Council or Committee which is held in private without the presence of the public pursuant to Section 197 of the Municipal Government Act.

Committee of the Whole means a meeting where all Members of Council sit as a committee and consider, or debate matters for recommendation to Council in an environment that is procedurally more relaxed than the formal Council meeting.

Consent Agenda are agenda items that do not require discussion, debate or a decision by Council and are being presented for information only.

Member is a duly elected member of Council who continues to hold office.

Organizational Meeting means a Meeting of Council held in accordance with Section 192 of the Municipal Government Act.

Point of Order is a statement from a Member to call attention to any departure from the Meeting Procedure Bylaw.

Point of Procedure is a question directed to the Chair to assist a Member to:

- a. Make an appropriate motion;
- b. Raise a Point of Order;
- c. Understand the procedure; or
- d. Understand the effect of a motion.

Public Hearing means a Meeting or portion of a Meeting held for the purposes of hearing matters as prescribed by the Municipal Government Act or other legislation or hearing other matters which Council directs be considered at a Public Hearing.

Quorum means the majority of all Members, fifty (50) percent plus one (1).

3. Roles and Responsibilities

3.1 The Mayor shall:

- a) Call Council Meetings to order;
- b) Chair Council Meetings;
- c) Maintain order and preserve decorum in Council Meetings and if necessary, call a member to order;
- d) Rule on Points of Order and Points of Procedure;
- e) Ensure that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
- f) Decide, with the permission of Council, who may address Council; and
- g) Have all of the same rights and is subject to the same restrictions, as to participation in debate, as all other Councillors.

- 3.2 The Deputy Mayor shall;
- a.) Chair Council Meetings when the Mayor is absent or unable to act as Mayor and shall have all the powers and responsibilities of the Mayor under this Bylaw.

4. Meetings

4.1 Organizational Meeting

- 4.1.1 An Organizational Meeting shall be held not later than two weeks after the third Monday in October each year.
- 4.1.2 The business of the meeting shall be limited to:
- a. The administering of an oath of office to the Mayor and all councillors
 - b. A review of the Code of Conduct Bylaw
 - c. The appointment of a Deputy Mayor by Council
 - d. The determination by resolution the dates, times and location of regular Council meetings for the forthcoming year
 - e. The appointment of Council representatives to boards and committees for a one year term as per Schedule "A".
 - f. Any other business as identified in the MGA
- 4.1.3 The CAO shall chair the meeting until such a time that the Mayor takes an oath to office. At this time, the Mayor shall take over as chair.

4.2 Regular Meetings of Council

- 4.2.1 Regular Council meeting shall adjourn no later than 10:00 pm unless Council adopts a Motion to proceed past that time. All unfinished Business which appears of the Agenda Shall be tabled until the next regular Meeting of Council.
- 4.2.2 If it appears that any Unfinished Business is urgent the Mayor shall call a Special Meeting to deal with such matters.

4.3 Special Meetings

- 4.3.1 A Special Meeting shall be scheduled when required to do so by the Mayor or a Majority of Council.
- 4.3.2 Where a Special meeting is required by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request was made.
- 4.3.3 No less than 24-hours' notice of a Special Meeting shall be provided to each Councillor and to the public. The notice shall state the time, date, place and nature of the business to be transacted.
- 4.3.4 A Special 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 of Council agrees to this in writing before the beginning of the meeting.
- 4.3.5 The Agenda for a Special Meeting shall be restricted to the business stated in the notice unless all Councillors are present and a motion is passed to deal with the matter.

4.4 Committee of the Whole

- 4.4.1 There shall be a Committee of the Whole comprised of all members of Council.
- 4.4.2 Subject to the Act, Committee of the Whole may consider any matter that Council may consider.
- 4.4.3 The Committee of the Whole shall not hold statutory public hearings or decide on issues outlined in section 203(2) of the Act.
- 4.4.4 The Committee of the Whole may make the following motions:
- a. To receive reports as information.
 - b. To refer matters to Administration or a Committee for review.
 - c. Make recommendations to Council.

4.5 Commencement of Meetings

- 4.5.1 As soon as there is a Quorum after the time for commencement of a meeting:
- a. The Chair shall call the meeting to order; or if the Mayor or Deputy Mayor are not present within fifteen (15) minutes after the time set for the meeting and a Quorum is present, the CAO or designate shall call the meeting to order and the Councillors present shall select a Councillor to Chair the meeting;
 - b. Upon their arrival, the Mayor or Deputy Mayor shall assume the Chair.

5. Agenda

5.1 Agenda Preparation

- 5.1.1 The Agenda for each Council Meeting or Committee of the Whole Meeting is established by the CAO.

5.2 Agenda Distribution

- 5.2.1 The CAO or designate shall distribute the Council Meeting Agenda to Members of Council at least two (2) business days prior to the Council Meeting.
- 5.2.2 The CAO or designate shall post the Council Agenda on the Town's public website at least 24 hours prior to the Council meeting.

5.3 Late Submissions

- 5.3.1 Administrative reports and submissions received too late to be included with the regular Agenda shall be included on the next regular Council Agenda.
- 5.3.2 In exceptional circumstances, at the discretion of the CAO or designate, submissions received too late to be included with the regular Agenda, may be added to the regular Council Agenda as an emergent business item.
- 5.3.3 Emergent Business is an Agenda item that is not on the Agenda and because of time constraints must be brought before Council. The Emergent Business item shall be considered as an addendum to the Agenda.

5.4 Notice of Motion

- 5.4.1 Members of Council may provide verbal notice at a regular meeting of Council of their intention to introduce a motion and/or proposal at the following regular meeting.
- 5.4.2 A written copy of the notice shall be provided to the CAO or designate and be recorded in the minutes.
- 5.4.3 A notice of motion shall automatically appear on the agenda of the next scheduled regular meeting.
- 5.4.4 A notice of motion cannot be made at a Special Meeting or a Committee of the Whole Meeting.
- 5.4.5 A notice of motion is not debatable until a member of Council moves the motion.
- 5.4.6 A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined.

5.5 Consent Agenda

- 5.5.1 Items of correspondence, financial reports, committee and board minutes, staff reports, and other information brought to Council on a regular basis that does not require action may be included within the Consent Agenda.
- 5.5.2 Following approval of the Agenda, the Chairperson shall ask Members for any agenda items to be removed from the Consent Agenda and discussed individually. Members may request that an item be removed for any reason, and following such request, the agenda items shall be removed without debate or motion.
- 5.5.3 It is not necessary for Council to receive the Consent Agenda as information by resolution.

5.6 Order of Business on the Agenda

- 5.6.1 The Order of Business on any regular Agenda shall be:
 - a. Call to Order
 - b. Adoption of Agenda
 - c. Public Hearings
 - d. Delegations
 - e. Approval of Minutes
 - f. Consent Agenda
 - g. New & Unfinished Business
 - h. Committee Reports – Action to be considered
 - i. Correspondence Items – Action to be considered
 - j. Closed Session
 - k. Notices of Motion
 - l. Adjournment

5.7 Proceedings

- 5.7.1 Discussion Directed Through Chair
 - 5.7.1.1 All Discussion at a Meeting shall be directed through the Chair.

6. Minutes

- 6.1 The CAO or designate shall prepare a written record of all Council Meetings that includes:
 - a. The names of the Members present at and absent from the meeting.
 - b. All decisions and other proceedings.
 - c. The names of members of the public who speak to an item.
 - d. Any abstentions made under the Municipal Government Act by any Member and the reason for the abstention.
 - e. Any abstentions made as a result of pecuniary interest and the reason for the abstention.
 - f. The signatures of the Mayor (or Council member in Mayor's absence) and the CAO.

7. Public Hearing Procedures

- 7.1 The Chair shall call the Public Hearing to order.
- 7.2 The Chair shall outline Public Hearing procedures.
- 7.3 Administration shall introduce the proposed bylaw or question.
- 7.4 The CAO or designate shall confirm the Public Hearing has been advertised in accordance with applicable legislation.
- 7.5 If in attendance, the Chair shall allow the applicant to present the application. The applicant shall state their name and present their application within a time period of 10 minutes. An extension may be granted by a motion of Council.

- 7.6 The Chair shall allow questions of clarification from Members to the applicant.
- 7.7 The Chair shall then open the floor to presentations from the public.
- 7.8 The Chair shall allow questions of clarification from Members to the individuals speaking to the proposed bylaw or resolution.
- 7.9 After hearing from those persons on the Speaker's list in support or in opposition, the Chair shall ask if anyone else present wishes to speak in support or in opposition to the proposed bylaw or resolution.
- 7.10 The Chair shall allow for a rebuttal from the applicant to the points raised by those who spoke in opposition to the application.
- 7.11 Following any rebuttal from the applicant the Chair shall ask for a Motion to close the Public Hearing.
- 7.12 Statutory Public Hearings must be closed before the Council votes on the bylaw.
- 7.13 After the Public Hearing is closed, Council may debate the proposed bylaw or resolution any may do one of the following:
 - a. Amend the bylaw or resolution;
 - b. Pass the bylaw or resolution; or
 - c. Defeat the bylaw or resolution.
- 7.14 Members who are absent for the whole Public Hearing must abstain from voting on the matter.
- 7.15 Members who are absent for a part of the Public Hearing may abstain from voting on the matter.
- 7.16 If the number of Members present at a Meeting is less than Quorum after those Member referred to above leave, the debate and vote is adjourned to the time of the next regular Meeting.
- 7.17 The Meeting Minutes shall record the names of all persons who:
 - a. Spoke for or against; and
 - b. Provided written submissions in response to the Notice of Public Hearing for or against the proposed bylaw.

8. Delegations

- 8.1 Individuals who wish to present an issue in front of Council must submit a written request to the CAO at least seven (7) business days prior to the Council Meeting.
- 8.2 Reappearing before Council regarding the same matter shall only be permitted once six (6) months has passed from the original presentation.
- 8.3 No delegation shall address Council for longer than 15 minutes, exclusive of the time required to answer questions from council, unless granted a time extension by the Chair.

9. Severability

If any term of this Bylaw is found to be invalid, illegal, or unenforceable by a court or tribunal having the jurisdiction to do so, that term is to be considered to have been severed from the rest of this bylaw, and the rest of the bylaw remains in force unaffected by that finding or by the severance of that term.

10. Enactment

This Bylaw shall take effect at the date of final passing thereof and rescind Bylaw 809-2021.

RECEIVED FIRST READING THIS
18th DAY OF JANUARY, A.D. 2023
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

*

*MAYOR or Designated Chair
*

*CAO

RECEIVED SECOND READING THIS
18 DAY OF January, AD 2023
IN THE TOWN OF BASHAW, IN THE
PROVINCE OF ALBERTA

*

*MAYOR or Designated Chair
*

*CAO

UNANIMOUS CONSENT TO PROCEED
TO THIRD READING THIS 18 DAY
OF January, A.D. 2023, IN THE
TOWN OF BASHAW,
IN THE PROVINCE OF ALBERTA

*

*MAYOR or Designated Chair
*

*CAO

THIRD AND FINAL
READING THIS 18 DAY OF January,
A.D. 2023, IN THE TOWN OF BASHAW, *
IN THE PROVINCE OF ALBERTA

*

*MAYOR or Designated Chair
*

*CAO

SCHEDULE "A"

COUNCIL APPOINTMENTS

- 1) Council Members shall determine which Committees, Boards, etc. shall stand.
- 2) In accordance with the Municipal Government Act, Section 154(2), the Chief Elected Official is a Member of all Council Committees and all bodies to which Council has the right to appoint Members; therefore, the Chief Elected Official is not required to be formally appointed.
- 3) Council Members shall put their name forward for appointment to the Committees for a one year term at each annual Organizational Meeting.
- 4) If more Council Members put their names forward than is required for an appointment then the Council Members will decide who steps down; failing that, the Chief Elected Official will make the final decision.
- 5) If no Council Members put their name forward for any given Committee, the Chief Elected Official shall appoint a Council Member to fill that position.
- 6) Council Members shall not represent their Committee(s) in Council Chambers.
- 7) Council Members are responsible for providing a verbal summary of their Committee activities at the next Regular Meeting of Council.
- 8) Ad-Hoc Committees exist for one specific purpose and to deal with that matter expediently and then return with recommendations to Council for their consideration and decision making. This Committee will not have spending or decision-making authority nor direct staff or include staff in recommendations to Council. This Committee will cease upon completion of the one assigned task.
- 9) For the purposes of developing a Bylaw, the Council Members shall approve the subject matter of a proposed Bylaw and, either by the Committee of the Whole or an Ad-Hoc Committee of Council Members assigned to the task, develop and prepare a rough draft of the proposed Bylaw for the Administrator to include in the Agenda Package for Council consideration and decision.
- 10) Council Members and Members at Large shall be remunerated as set out in the Per Diem Policy.

COMMITTEES, BOARDS, COMMISSIONS, AUTHORITIES

- 1) Bashaw Ag Society – One Council Member
- 2) Disaster Services – All Members of Council and Chief Administrative Officer
- 3) Fire Department – One Council Member
- 4) Regional Emergency Management Services – One Council Member
- 5) Bashaw Municipal Library – One Council Member
- 6) Parkland Regional Library – Member at Large
- 7) Camrose Area Lodge Authority – One Council Member
- 8) Bashaw and District Support Services – One Council Member
- 9) Bashaw Youth Foundation – One Council Member
- 10) Bashaw Airport Commission – One Council Member
- 11) Bashaw Area Recreation Board – One Council Member
- 12) Bashaw Bus Society – One Council Member
- 13) Highway 12/21 Regional Water – Two Council Members and All Other Council Members as Alternates
- 14) Bashaw Community Centre Board – One Council Member
- 15) Historic Society – One Council Member

OTHER APPOINTMENTS (A Motion of Council specifically appointing the delegate is required)

- 1) Local and Composite Assessment Review Board(s) – Citizen at Large
- 2) Subdivision Authority, in accordance with current MGA
- 3) Director of Emergency Management – Town Staff Member
- 4) Deputy Director of Emergency Management – Delegate
- 5) Bashaw Municipal Library Board member – as per Library Act



Town of Bashaw

Bylaw 804 - 2021

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

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

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors];

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

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

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

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

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

1. Short Title

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

2. Definitions

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

- (a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- (b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
- (c) "CAO", means the chief administrative officer of the Municipality, or their delegate;
- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor;
- (g) "Municipality" means the municipal corporation of the Town of Bashaw.

3. Purpose and Application

- 3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of

Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

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

7. Adherence to Policies, Procedures and Bylaws

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

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

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

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - (a) the security of the property of the Municipality;
 - (b) a proposed or pending acquisition or disposition of land or other property;
 - (c) a tender that has or will be issued but has not been awarded;
 - (d) contract negotiations;
 - (e) employment and labour relations;
 - (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
 - (g) law enforcement matters;
 - (h) litigation or potential litigation, including matters before administrative tribunals; and

- (i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

- 10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

11. Improper Use of Influence

- 11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

12. Use of Municipal Assets and Services

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is strongly suggested.

14. Gifts and Hospitality

- 14.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.2. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15. Election Campaigns

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

16. Informal Complaint Process

- 16.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 16.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

17. Formal Complaint Process

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

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

18. Compliance and Enforcement

- 18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 18.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 18.3. No Member shall:
 - (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 18.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

19. Review

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

20. Rescind Bylaw #784 – 2018.

RECEIVED FIRST READING THIS
22 DAY OF July, A.D. 2021
 IN THE TOWN OF BASHAW, IN THE
 PROVINCE OF ALBERTA

* P. Shantz
 *MAYOR
 * J. H.
 *CAO

RECEIVED SECOND READING THIS
22 DAY OF July, AD 2021
 IN THE TOWN OF BASHAW, IN THE
 PROVINCE OF ALBERTA

* P. Shantz
 *MAYOR
 * J. H.
 *CAO

UNANIMOUS CONSENT TO PROCEED
 TO THIRD READING THIS 22 DAY
 OF July, A.D. 2021, IN THE
 TOWN OF BASHAW,
 IN THE PROVINCE OF ALBERTA

* P. Shantz
 *MAYOR
 * J. H.
 *CAO

THIRD AND FINAL
 READING THIS 22 DAY OF July,
 A.D. 2021, IN THE TOWN OF BASHAW,
 IN THE PROVINCE OF ALBERTA

* J. H.
 *MAYOR CAO
 * P. Shantz
 *MAYOR.



TOWN OF BASHAW PORTFOLIOS FOR 2023-2024

A. Tourism & Economic Development

1. Bashaw Ag Society Mayor McDonald

B. Appeal and Review Boards

1. Regional Assessment Review Board Diane Szumlas
2. Subdivision and Development Appeal Board Diane Szumlas

C. Protective and Safety Services

1. Disaster Services All Members of Council
2. Director of Emergency Management Foreman Patrick Taylor
3. Deputy Director of Emergency Management CAO Theresa Fuller/Dennis Jones
4. Emergency Public Information Officers Mayor McDonald or Councillor Gust
5. Emergency Alert System Foreman/Dennis Jones/Councillor McIntosh.
6. Fire Department Councillor McIntosh
7. Regional Emergency Management Services Councillor McIntosh

D. Community Services

1. Bashaw Municipal Library Mayor McDonald
2. Parkland Regional Library Councillor Northey
3. Camrose Area Lodge Authority Deputy Mayor Orom
4. Bashaw and District Support Services Councillor Gust
5. Bashaw Youth Foundation Deputy Mayor Orom
6. Beautification Committee Deputy Mayor Orom
7. Historic Society Terri Brown-Gust & Bryan Gust
Councillor Northey

E. Public Facilities and Transportation Management

1. Bashaw Airport Commission Mayor McDonald
2. Bashaw Area Recreation Board Councillor Northey
3. Bashaw Bus Society Councillor Gust
4. Highway 12/21 Regional Water Mayor McDonald and Deputy Mayor Orom
5. Bashaw Community Centre Board Alternates: Councillor Gust/ Councillor McIntosh
& Councillor Northey
Councillor Gust