



**REGULAR COUNCIL MEETING AGENDA
TOWN OF MILLET**

**Wednesday, March 26th, 2025
4:00 p.m.
MCC Council Chambers**

1.0 CALL TO ORDER

2.0 TREATY 6 RECOGNITION

3.0 PUBLIC HEARING

3.1 Bylaw 2025-04 – Amendment to Bylaw 2018-11

4.0 ADDITIONS, DELETIONS AND ADOPTION OF AGENDA

5.0 ADOPTION OF MINUTES

5.1 February 26th, 2025 – Regular Meeting of Council

6.0 DELEGATIONS

6.1 Kelly Winkler Friends of Millet Youth Society

6.2 Millet Fire Department

7.0 REPORTS

8.0 BYLAWS

8.1 Bylaw 2025-04 Land Use Bylaw Amendment – Discretionary Uses

9.0 AGREEMENTS

10.0 CORRESPONDENCE

11.0 NEW BUSINESS

- 11.1 State of Region Event Wetaskiwin
- 11.2 Civic Centre Playground Upgrades
- 11.3 Genesis Annual General Meeting
- 11.4 Fee Waiver Decimate Concert
- 11.5 Alberta Mid-Sized Towns Mayors' Caucus

12.0 CLARIFICATION OF AGENDA

13.0 CLOSED SESSION

- 13.1 Land

14.0 ADJOURNMENT

PUBLIC HEARING AGENDA
BYLAW 2025-04
Council Chambers 4528 – 51 Street
Or Via Zoom:
Meeting ID: 883 7229 9051
Passcode: 716878
March 26 at 4:00pm

1. **Opening of Public Hearing** (Mayor to open public hearing)
2. **Purpose of Hearing** (to be read by Mayor)

Bylaw 2025-04 is proposed to amend to the Land Use Bylaw 2018-11 to authorize the Development Officer to make decisions on discretionary development permits for Minor Home Based Businesses, Major Home Based Businesses and Intermodal Containers (only in the Industrial district).

3. **Confirmation of Notice** (asked for by Mayor) (reply from Development Officer)

Notice of the Public Hearing was placed on the www.millet.ca website to allow ample time for residents to view the Bylaw.

4. **Development Officers Report** (asked for by the Mayor) (Reply from Development Officer)

The Land Use Bylaw establishes the appointment of the Development Authority to consider different types of applications. Currently the Municipal Planning Commission (MPC) acting as the Development Authority established by Bylaw 2017/03. MPC make decisions on discretionary development and uses, variance request extending the limitations of the development authority, encroachment matters and referrals on subdivision matters for three (3) or more parcels of land.

Currently MPC makes decisions on all discretionary use permits including minor and major home-based businesses and intermodal containers within the industrial district.

Unfortunately, the time required to prepare for, schedule and hold the MPC meeting can often add to the time for decisions to be made. If permits for home-based business and intermodal containers in the industrial district are considered by the Development Officer, the time for decisions would be shorter. Regardless of who makes the decision or what the decision is on discretionary permits, property owners within 60m of the subject property are provided notice of the decision and given 21 days to appeal the decision.

MPC has approved a motion supporting the proposed amendment.

5. **Written Submissions** (asked for by Mayor) (reply by Development Officer) (Legislative Assistant to read written submissions if any submitted by deadline.)

6. **Persons Wishing to be Heard** (Mayor to ask if there are any persons wishing to be heard) (Development Officer to reply)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (second time)

(Mayor to ask if there are any other persons wishing to be heard) (Public opportunity to speak) (third time)

7. **Closure of Public Hearing**



**REGULAR MEETING OF COUNCIL
TOWN OF MILLET
MARCH 12, 2025
Millet Civic Centre
4:00 p.m.**

PRESENT:

MAYOR

Doug Peel

COUNCILLORS

Susie Petrisor
Rebecca Frost
Gerdie Hogstead
Mat Starky
Mike Bennett

CAO
OFFICE & IT MANAGER
DIRECTOR OF DEVELOPMENT

Lisa Schoening
Joyce Vanderlee
Lisa Novotny

1.0 CALL TO ORDER

The meeting was called to order by Mayor Peel at 4:00p.m.

2.0 TREATY 6 RECOGNITION

3.0 PUBLIC HEARING

4.0 ADDITIONS, DELETIONS AND ADOPTIONS OF AGENDA

Res #43/25 Adoption of Agenda	Moved by Councillor Petrisor that the March 12, 2025, agenda is hereby approved as amended: Addition: 11.4 Concert/Bike Rally
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CARRIED

5.0 ADOPTION OF MINUTES:

Res #44/25 Adoption of Minutes	Moved by Councillor Bennett that the February 26, 2025, Regular Meeting of Council Minutes are hereby approved as presented.
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CARRIED

6.0 DELEGATIONS:

Mr. Wayne Smith spoke to council regarding the fencing surrounding the Millet Skate Park.

7.0 REPORTS:

Res # 45/25 <i>Reports</i>	Moved by Councillor Frost that Council accepts the report presented as information. 7.1 Millet Fire Department February 2025 7.2 Finance – Tax Aging Analysis 7.3 Finance – Bank Reconciliation December 2024 7.4 Finance – Bank Reconciliation January 2025
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*CARRIED***8.0 BYLAWS: NONE****9.0 AGREEMENTS: NONE****10.0 CORRESPONDENCE:**

Res # 46/25 <i>Correspondence</i>	Moved by Councillor Hogstead that Council accepts the correspondence presented as information. Municipal Affairs Minister Ric McIver
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*CARRIED***11.0 NEW BUSINESS:****11.1 Millet Seniors Trip**

Res #47/25	Moved by Councillor Hogstead that Councillor Bennett attend the Millet Seniors trip on June 25 th 2025.
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*CARRIED***11.2 Millet DEM Resignation**

Res #48/25	Moved by Councillor Bennett that Council accepts the resignation of Mr. David Slipp.
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*CARRIED***11.3 Millet Lions Request for fencing**

Res #49/25	Moved by Councillor Bennett that ownership of the fencing at the future skateboard park site be transferred to the Millet Lions Club and removed at their sole cost, upon commencement of construction of the skateboard park. Further, that administration works with the Millet Lions club to formalize the location of the fencing.
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*CARRIED***11.4 Leanne's Bar and Grill and 387 Entertainment Biker Rally & Concert**

Res #50/25	Moved by Councillor Petrisor that council approve the use of the lands east of 2A upon the presentation of valid insurance from Leanne's' Bar and Grill & 387 Entertainment for August 23 rd and 24 th 2025.
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CARRIED

12.0 CLARIFICATION OF AGENDA:

13.0 ADJOURNMENT:

Meeting adjourned at 4:17 pm

THESE MINUTES ADOPTED BY COUNCIL THIS 26th DAY OF March 2025.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 6.1 Delegation – Millet Friends of the Youth – Skateboard Park Project

BACKGROUND/PROPOSAL

The Millet Friends of the Youth will be in attendance to provide an update on the Millet Skateboard Park project. Attached is a copy of the proposed design.

COSTS/SOURCE OF FUNDING

The following is a summary of estimates for the different components of the proposed project.

Component	Price Including GST
Skateboard Park equipment	\$210,585.22
Concrete	\$18,900.00
Concrete Pad installation	\$36,618.75
TOTAL	\$266,103.97



**TOWN OF MILLET
REQUEST FOR DECISION (RFD)**

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 6.2 Delegation – Millet Fire Department Software

BACKGROUND/PROPOSAL

The Millet Fire Department will be attending to speak to council about First Due Software upgrade. There is a copy of the proposal as well as a quote with the cost of First Due Software.

COSTS/SOURCE OF FUNDING

The cost will be spoken to by the Fire Department.



Millet Volunteer Fire Department

PO Box 831, Millet, AB, T0C 1Z0

milletfire@millet.ca

www.millet.ca/fire-hall facebook.com/milletfire

twitter.com/milletfire instagram.com/milletfiredept

Town of Millet Council
c/o Lisa Schoening, CAO
PO Box 270
Millet, AB T0C 1Z0

March 10, 2025

To the Council of the Town of Millet:

Re: First Due Software

Millet Fire Department ("MFD") has been working to identify areas where operational efficiency can be better within the fire department, as we continue operating in an increasingly technological world. Today, our administrative function relies on the capabilities of multiple manual reporting systems (ie. MS Excel forms, Word docs, email), a mobile app ("Who's Responding") and a desktop fire reporting software ("FireStation"). As a result, we find ourselves at a critical crossroads in our IT needs, as too often we see hours of administrative tasks taking place post-incident – hours that could've been completed while on scene, by our Incident Commander and officers, if we had the right platform.

We have spent months researching emergency services platforms and software, and after consultations, demonstrations, and discussion, believe the best option to carry MFD into the future is "First Due" (www.firstdue.com). First Due combines data storage, inventory tracking, incident reporting, and all aspects of information dissemination into a single software, available to all members via smartphone or tablet. What currently is done via multiple systems, First Due can encompass entirely, vastly improving upon the multiple different tasks and processes that MFD must rely upon today.

We have included, for your reference, a copy of a quote provided by First Due, and we would ask that funds be reallocated as necessary to add this cost to MFD's 2025 budget. The annualized cost of the software is approximately \$12,000 - \$15,000 (dependent on the modules selected), which we anticipate will be shared between the Town and the East West Millet Rural Fire Department Society. In estimated dollars, this is approximately \$10,000 more than we currently pay for FireStation and Who's Responding, but the additional capabilities of First Due and the time savings it will create for our department more than makes this worthwhile. While we anticipate that we may remove a module, and replace it with another, we are confident the final invoice will not exceed the estimate above.

Many Alberta departments across have made (or are in the process of) the switch to First Due: Sylvan Lake, Lethbridge, and Chestermere are live on the system (among others), and Wetaskiwin is going through onboarding as we speak. Sylvan Lake Fire has expressed willingness to assist MFD in anything needed for a smooth onboarding experience, and many of the standards and codes required for Canadian Fire Services are thus already implemented in First Due's system, and easily replicated or shared. First



Millet Volunteer Fire Department

PO Box 831, Millet, AB, T0C 1Z0

milletfire@millet.ca

www.millet.ca/fire-hall facebook.com/milletfire

twitter.com/milletfire instagram.com/milletfiredept

Due's module-based software allows us to select the most applicable modules for operation of the firehall, providing valuable information and tracking while on emergency scenes, as well as allowing for real-time reporting and monitoring, and full integration with our Dispatch Centre's CAD systems. Further still, our mutual aid partner (Wetaskiwin) will be able to share information via First Due as well, cutting down on overlap in reporting and information gathering. First Due will drastically reduce the administrative time spent at the fire hall, post-incident, as incident reports will be able to be substantially completed either automatically via connections to AutoCAD systems, or on scene via the use of tablets or smart phones for real-time data input.

There are many modules available, including (but not limited to) incident reporting, inventory, response, training, hydrant monitoring, and fire permits. There is opportunity for MFD's records management to become much more robust while drastically increasing the department's efficiency, reporting, and record-keeping. There is even a module called "Community Connect" which will allow residents and businesses to upload information about their property, which can assist our responding crews in real-time response to an emergency at their location.

We would be happy to discuss the matter further but would like to see approval to MFD's 2025 budget to allow for this expense to occur. Onboarding the new system will take between 4 and 6 months, which effectively means it will not be fully operational until we are preparing to enter 2026, which of course aligns naturally with ease in winding down old system(s). Further, we continue to negotiate terms for payment to First Due, but we expect that the annual expense for the modules will be due in a lump sum annually on the anniversary of the original contract. The price includes significant training as well as data input and migration from our multiple other systems by the First Due technical support team.

Trusting that the information herein meets your requirements, we are happy to discuss the matter further if required. We strongly feel that this software is the best solution to MFD's complex administrative needs and are confident that it will assist us in shifting the department to higher efficiency while also improving the quality of our reporting and administrative functions, and, returning our volunteers to their families sooner following the conclusion of emergency events.

Sincerely yours,

Steve Moen, Fire Chief
firechief@millet.ca

Trevor Palmer, Deputy Fire Chief
milletfire@millet.ca



107 Seventh St
Garden City, NY 11530, United States

First Due Quote

Prepared By: Travis Grimsley
Valid Until: Dec 31, 2025
Quote Number: 1545132000392958608

Millet Fire Department - (AB)

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description

Occupancy Management & Pre-Incident Planning

Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.

Responder

Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.

Incident Reporting - Provincial Fire Documentation

Fire Code Reporting Incident Documentation, Provincial Compliance

Personnel Management

Store, Manage and Access Employee Records including demographic data, certifications and employment information.

Basic Training Records

Assign Training, Record Completions, View Training Logs, and Manage Certifications.

Events & Activities

Create Events, View Global Activity Log, and Access Global Calendar.

Assets & Inventory

Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.

Community Connect

Online portal for residents and businesses to input critical occupant and property data that can be made available to Emergency Response Agencies during an incident.

Hexagon Integraph CAD Integration

Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP utilizing the Hexagon Integraph iCAD Link/iFIRE Link XML Export

Essentials Online Training Package

Up to 4 Hours Online Training with certified First Due Instructor

Implementation and Configuration Services

Services related to configuring and customizing the First Due Platform as described in the Statement of Work.

One-Time Subtotal	CA\$ 0.00
Subscription Subtotal	CA\$ 11,650.00
Total Year 1	CA\$ 11,650.00

*Excluding Tax

Optional Add-Ons

First Due Modules	Description	Price
Command	Comprehensive Incident Command Module with digital command board, drag and drop task assignment, customizable checklists, live map annotation and automated Incident log.	CA\$ 1,400.00
Inspections	Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.	CA\$ 1,650.00



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 8.1 Bylaw 2025-04 Land Use Bylaw Amendment – Discretionary Uses

BACKGROUND/PROPOSAL

The Land Use Bylaw establishes the appointment of the Development Authority to consider different types of applications. Currently the Municipal Planning Commission (MPC) ,acting as, the Development Authority established by Bylaw 2017/03. MPC make decisions on discretionary development and uses, variance request extending the limitations of the development authority, encroachment matters and referrals on subdivision matters for three (3) or more parcels of land.

Currently MPC makes decisions on all discretionary use permits including minor and major home-based businesses and intermodal containers within the industrial district.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

As presented at the public hearing.

COSTS/SOURCE OF FUNDING

RECOMMENDED ACTION:

That Council gives second reading to Bylaw 2025-04.

That Council gives third and final reading to Bylaw 2025-04.

BYLAW NO. 2025-04
A BYLAW OF THE TOWN OF MILLET
IN THE PROVINCE OF ALBERTA
TO AMEND BYLAW 2018-11 BEING THE LAND USE BYLAW

WHEREAS Section 640(1) of the Municipal Government Act, Chapter M-26, RSA 2000 requires municipalities to pass a land use bylaw;

AND WHEREAS, Section 623 (b) of the Municipal Government Act, Chapter M-26, RSA 2000 requires council subject to section 641, a development authority to exercise development powers and perform duties on behalf of the municipality,

AND WHEREAS, Section 625(1) of the Municipal Government Act, Chapter M-26, RSA 2000 council of a municipality may, by bylaw establish a municipal planning commission,

AND WHEREAS, Bylaw 2017/13 establishes the Municipal Planning Commission,

AND WHEREAS, the Town of Millet Land Use Bylaw 2018-11 provides the authority of the Municipal Planning Commission to make decisions on all discretionary uses,

NOW, THEREFORE, Council of the Town of Millet, duly assembled, enacts as follows:

1. That 3.1.4 of the Land Use Bylaw 2018-11 be amended to read:
“Municipal Planning Commission (MPC) acting as the Development Authority is hereby established by Bylaw 2017/03 and amendments thereto. The MPC will make decisions on discretionary developments (excluding minor and major home-based businesses and intermodal containers within the Industrial district) and uses, variance request extending the limitations of the development authority, encroachment matters and referrals on subdivision matters for three (3) or more parcels of land.”
2. That Bylaw 2025-04 shall come into full force upon signing.

Read a first time this ____ day of _____, A.D., 2025.

Read a second time this ____ day of _____, A.D., 2025.

Read a third and final time this ____ day of _____, A.D., 2025.

TOWN OF MILLET

MAYOR

CHIEF ADMINISTRATIVE OFFICER



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26th, 2025
Agenda Item: 11.1 – 2025 State of the Wetaskiwin Region Luncheon

BACKGROUND/PROPOSAL

The 2025 State of Wetaskiwin Region Luncheon May 1 2025

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

Wetaskiwin Mayor Tyler Gandam and County of Wetaskiwin Reeve, Josh Bishop will be hosting the event on May 1 2025 to be held at the Best Western Wayside Inn, 4103 – 56 Street Wetaskiwin AB. Lunch at 11:30 am to be followed by program 12:00 – 1:00 pm.

COSTS/SOURCE OF FUNDING

Tickets: Members \$45 + GST and Non-Members \$55 + GST

RECOMMENDED ACTION:

That council advise administration if they would like to attend.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 11.2 Proposed Upgrades to Civic Centre Park and Grounds

BACKGROUND/PROPOSAL

Administration has been working with Millet Friends of Youth on the development of a skateboard park. While work is being completed on the skateboard park, it is proposed that upgrades to the Civic Centre Park and green space be carried out at the same time to avoid multiple closures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

The proposed renovations to the park include:

- Outdoor exercise equipment
 - Double Air Walker
 - Fitness Bike
 - Rowing Machin
 - Tai Chi Spinners
 - Elliptical
- Gazebo with concrete pad
- 2 picnic tables
- 2 garbage cans
- Rail fencing
- Sidewalk extensions
- Concrete pad at Community Hall

COSTS/SOURCE OF FUNDING

The Town has collected funds in lieu of municipal reserves (MR) from the Shipway Industrial Park, and it is requested the proposed upgrades are funded by the municipal reserve funds.

MOTION OPTIONS:

1. That Council approves the Proposed Upgrades to the Civic Centre Park and Grounds project with funding from municipal reserve fund in the amount of \$80,000.
2. That Council directs administration to investigate alternatives for the Civic Centre parks and grounds to be included in 2026 budget deliberations.
3. That Council directs administration to maintain the Civic Centre Park and grounds at the existing service level.



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 11.3 Genesis AGM

BACKGROUND/PROPOSAL

The AGM for Genesis Reciprocal Insurance Exchange will take place on **April 22, 2025, from 3:00 p.m. – 5:00 p.m. at the River Cree Resort & Casino in Edmonton during RMA’s RiskPro symposium.** It will also be administered by Zoom for those who cannot attend in person, further details to follow.

Please find the proxy document attached. The proxy allows a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis’ Principal Attorney. The agenda, 2024 Audited Financials and 20243 Actuarial Report will be sent out 7 days prior to the AGM.

RESOLUTION

Does Council wish to have someone attend, or do you wish to choose a proxy?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 11.4 Fee Waiver Decimate Concert

BACKGROUND/PROPOSAL

We received the following request from the organizers of the Decimate concert:

Good morning!

I hope you are all well!

I am reaching out regarding our rental at the Millet Agriplex Arena on June 13th and 14th.

Last year, we utilized the Hugo Witt Room for our office and operations. However, we understand that this space is now being used as a daycare—what a fantastic initiative!

Given this change, we would like to inquire about the possibility of receiving a discount rate for the upper banquet hall to use as our operations space. Please note that we will not be hosting performers in this area; we simply need a quiet workspace where we can set up tables and a computer workstation. Since the ice surface can be quite loud, utilizing the banquet hall would provide a more suitable environment for clear communication with our team.

I understand that a meeting is scheduled for the 26th. Would it be possible to have this request added to the agenda for discussion and approval? We are prepared to submit our deposit for the event as soon as we receive confirmation regarding this inquiry.

Thank you in advance for your time and consideration. We very much appreciate your ongoing support and look forward to returning to Millet for our 2025 event!

POSSIBLE RESOLUTIONS:

- 1) That the rate for the rental of the banquet hall for the Decimate concert, on June 13 & 14, 2025 is hereby set at the same rate as the Hugo Witt rental, in the amount of \$100/day.
- 2) That the rate for the rental of the banquet hall for the Decimate concert, on June 13 & 14, 2025 is hereby set at the regular rate of \$550/ day.
- 3) That the rate for the rental of the banquet hall for the Decimate concert, on June 13 & 14, 2025 is hereby set at a discounted rate of ____?



TOWN OF MILLET REQUEST FOR DECISION (RFD)

Meeting: Regular Council Meeting
Meeting Date: March 26, 2025
Agenda Item: 11.5 Alberta Mid-Sized Towns Mayors' Caucus

BACKGROUND/PROPOSAL:

The Mid-Sized Towns Mayors' Caucus would like to invite the Town of Millet to join their collaborate, solution-based [group of mayors, a group who advances priority issues and initiatives through positive advocacy on matters that directly impact mid-sized towns in Alberta.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Terms of reference as attached

COSTS/SOURCE OF FUNDING:

2025 Membership fees of \$250.00

MOTION OPTIONS:

- 1 Mayor Peel accepts the invitation to join the caucus.
- 2 Mayor Peel respectfully decline the invitation to join the caucus.

Terms of Reference

- 1. Purpose**

Strengthen the significance and position of mid-sized towns as a relevant and important voice within the province-wide framework, collaborating, strategizing, and advocating to address matters that directly impact mid-sized towns.
- 2. Mid-sized Towns Mayors' Caucus (MTMC) Statement**

The MTMC is a solution-based organization focusing on advancing the interests of mid-sized towns. The Alberta Mid-Sized Towns Caucus identifies mid-sized towns as those with populations between 1000 and 14,999, of which there are 84 towns with such populations within our province.
- 3. Objectives**
 - a) Recognize the unique needs and interests of the membership and develop strategies to respond and advocate for such.
 - b) Provide a forum for information, best practice sharing, and developing solutions to issues that are of mutual interest.
 - c) Advocate for mid-size towns through ongoing communication with the following:
 - i) Provincial Government
 - ii) Federal Government
 - iii) Alberta Municipalities
 - iv) other municipalities, including member municipalities
 - v) other groups/organizations as determined by a majority of the membership
 - d) Support the enhancement of members through networking and information sharing.
- 4. Membership Requirements**
 - a) Members of the MTMC must
 - i) be a municipality located within the Province of Alberta, and:
 - (1) an incorporated town, or
 - (2) a town with a population between 1000 and 14,999.
 - ii) Pay the annual membership fee in the amount of \$250/year. Memberships run January 1 to December 31, and fees shall be due by January 31.
 - iii) Member municipalities will be responsible for per diems and expenses.
- 5. Membership, Representation & Voting**

Each member municipality shall have one vote and shall be represented by their respective Mayors. Should a Mayor be unable to attend a meeting, an alternate member from their Council may attend on their behalf and have voting privileges. A Mayor may also send a proxy vote to an agenda item, by emailing their vote to the Chair.

ALBERTA MID-SIZED TOWNS MAYORS' CAUCUS

Meetings may take place without a quorum of the MTMC membership; however, matters requiring a vote shall not be called without a quorum of the voting membership being present. Quorum shall be as defined by the *Municipal Government Act* (i.e., the majority of the voting members that comprise the Mid-Sized Towns Mayor's Caucus). Abstentions must be noted in the meeting minutes and tie votes shall be considered defeated. However, the overarching goal of the MTMC shall be consensus building and collaboration.

The Membership Fee shall create a seed funding pool that will be used towards expenses of hosting meetings. Eligible expenses include, but are not limited to, conference room fees, beverages, and snacks. Host Municipalities must keep an accounting of the funds spent on meeting events and send a final report to the Chair Municipality. All funds distributed shall be reviewed and shared with members during the Chair's annual reporting. Host Municipalities shall submit an invoice to the Chair Municipality for reimbursement of costs for hosting meetings.

Any funds remaining in the seed funding pool at the end of each year shall be used for initiatives as determined by the MTMC Voting Membership.

6. Appointment of Caucus Committees

a) Executive Caucus Committee

Every two years in November, the MTMC shall elect a minimum of three mayors to represent the MTMC as the Executive Caucus Committee. The Executive Caucus municipalities shall be assigned funds as outlined in Section 5 above, to cover costs related to hosting the MTMC bi-monthly meetings. The Executive members shall be appointed as follows:

i) Chair

The Chair shall chair the meetings, prepare meeting agendas, and ensure meeting minutes are recorded.

ii) Vice-Chair

The Vice-Chair shall perform the meeting duties of the Chair in the absence of the Chair. The Vice-Chair municipality shall be the secondary administrative municipality, providing assistance to the Chair municipality where necessary

iii) Executive Board Member

The Executive Board Member shall provide additional support where necessary.

iv) Additional Executive Board Members

Where the MTMC membership determines appropriate, an additional two members may be appointed to the Executive as general Board Members.

v) A designated membership municipality will be responsible for accounts payable/receivable for MTMC. This municipality shall provide the membership with an annual financial report and budget.

vi) Chief Administrative Officers may be invited by their Mayor to participate in the regular meetings of the MTMC and may assist with the MTMC objectives.

7. Meeting Schedule

- a) The MTMC shall meet in-person bi-monthly on the 1st Thursday of January, March, May, July, September (ABmunis Conference), and November, commencing at 3:00 p.m. Joining virtually will be an option.
- b) Executive Caucus Committee Meeting hosts shall be appointed by the membership annually and shall be distributed as evenly as possible throughout the province in order to create equitable travel for the membership in general. Considering the vast area of representation, virtual meetings will be available. Caucus hosts shall:
 - i) Plan and organize the Caucus agenda and activities (see Appendix A).
 - ii) Identify and invite government representatives and other guest speakers.
 - iii) Coordinate local and provincial post-caucus media release.
 - iv) Receive MTMC seed money to aid in the costs of hosting the event, as outlined in-Section 5 of this Terms of Reference.
- c) Once a year, meet in person at the annual ABmunis conference. The Host shall be determined by the MTMC membership in advance and be provided MTMC seed money as outlined in Section 5 to aid in covering costs of the event.
- d) This schedule may be changed through a majority vote of the MTMC membership. Slight adjustments to the general meeting schedule may also be made at the discretion of the Chair where it is determined reasonably necessary.

8. Advocacy

Recognizing that the MTMC can only effectively advocate for a limited number of municipal initiatives or issues, the membership shall ensure to keep advocacy items to a minimum, determining which are of the highest priority and thus garnering the main focus of the membership. Priority ranking may change, as municipal environments and issues change and as determined by the membership.

As the administrating municipalities, the Executive Caucus Committee shall work together to ensure the initiatives are advanced and to build an advocacy framework/plan to present to the MTMC for approval.

The MTMC may take on other small advocacy initiatives where time and resources permit and where the MTMC membership feel such initiatives are necessary and important to the group.

9. Confidentiality

The MTMC meetings shall be held in closed session and not open to the public; however, an outside party may be invited to speak to a topic of interest. Members should ensure confidentiality of the meetings remains intact, unless otherwise determined by the MTMC Membership (e.g. for a press release).

10. Communication

As a Caucus wanting to present a unified voice on advocacy initiatives, it is important to present consistency in messaging. Unless the membership directs otherwise, the Chair of MTMC is recognized as the official spokesperson, and, in the absence of the Chair, it is the Vice Chair. This includes commenting publicly on the decisions and business of MTM. MTMC members will refrain from publicly commenting on the decisions or business of MTMC and will defer all such comments to the Chair as the MTMC spokesperson.

Appendix A

Agenda Building and Workflow Best Practice

1. Mayors may request that general items be added to a meeting agenda.
2. Requests to have an outside party attend a meeting, should allow to have a meeting prior to their attendance, in order for the membership to prepare for the visit.
 - a. Invitations to outside parties should remain consistent and be sent by the Chair Municipality on behalf of the members.
3. Matters that may require a formal resolution from member municipalities must be brought forward with sufficient time to allow for this to happen.
4. For consistency, any correspondence or documentation drafted by a member municipality on behalf of the MTMC,
 - a. shall be sent to the Chair municipality for distribution to the group;
 - b. where necessary, shall be done in a timely manner to align with item 3 outlined within this Appendix A;
 - c. where necessary and once finalized, shall be forwarded to the appropriate party by the Chair municipality;
 - d. Letters of Support shall confirm permission of a municipality and will accompany correspondence or letters sent on behalf of MTMC; where a Letter of Support cannot be confirmed or has not been received that municipality shall not be included.