



1. Call to Order
2. Election of Mayor
3. Election of Deputy Mayor
4. Establishment of Regular Meetings of Council
5. Establishment of Council Appointments to Committees, Commissions, Boards, Etc.
  - a. North Lights Library Board – letter
  - b. TransCanada Yellowhead Highway Association - letter
6. Establishment of Signing Authorities for the Village
7. Council Remuneration - RFD
8. Any other Business Required by the *Municipal Government Act*
  - a. Councillor Code of Conduct & Oath
9. Adjournment.

# Village of Innisfree Local & "Area Committees

<u>Committee Name</u>	<u>Overview</u>	<u>Meetings Schedule</u>
Alberta Central East (ACE) Water Corp.	A regional entity (owned by 12 member municipalities) that supplies high quality potable water to the municipalities in the Counties of Minburn, Two Hills and Vermillion River.	Meetings are call of the Chair
M.D. of Minburn Foundation (Seniors Housing)	The MD of Minburn Foundation is a member of the Alberta Seniors & Community Housing Association. The <i>Alberta Housing Act</i> gives local housing management bodies responsibility for the day-to-day operation of housing programs. Homestead Lodge is the site operated by the Foundation.	Meetings traditionally have been 2 <sup>nd</sup> Tuesday at 10 am at Homestead Lodge, Vegreville, or during COVID-19, at alternative locations. The 2021 Organizational Meeting to be set at the October 14 <sup>th</sup> Board meeting as the 2 <sup>nd</sup> Tuesday of November is Remembrance Day.
Mannville Minburn Innisfree - Family & Community Support Services (MMI – FCSS)	The Village is party to an agreement for Family & Community Support Services within the County of Minburn.	Meetings are held the 2 <sup>nd</sup> Tuesday Monthly at 9 am.
Innisfree Public Library Board	The Village of Innisfree Public Library was granted official status by a Village of Innisfree Bylaw <a href="https://www.innisfreelibrary.ca/">https://www.innisfreelibrary.ca/</a>	Meetings are the 1 <sup>st</sup> Wednesday of each month at 6:30 pm
Northern Lights Library System Board (Regional Library)	The Village is a member of the Northern Lights Library System which provides enriched services to the local Library. Website: <a href="https://www.nlls.ab.ca/">https://www.nlls.ab.ca/</a>	Next Board Meeting scheduled for Nov.27 <sup>th</sup> at 10 at Elk Point or alternatively via ZOM
East Central 911 Call/Answer Society	A not-for-profit Society under the Alberta Society's Act; it is not an extension of a Fire Department. It is a stand-alone 9-1-1 Dispatch Centre comprised of 23 different municipalities located in east-central Alberta. Website: <a href="https://www.ec911.com/">https://www.ec911.com/</a>	Two meetings per year. A meeting will be scheduled the end of November 2021; a second meeting is held in early June.
Delnorte School – Parents' Advisory Council	<a href="https://delnorte.btps.ca/parents">https://delnorte.btps.ca/parents</a>	4 <sup>th</sup> Tuesday of each month at 4 pm. ZOOM participation is an option.
East Regional Transfer Station/Joint Landfill	The East Regional Transfer Station/Joint Landfill is a cooperative service offered to the County of Minburn and the Villages of Innisfree & Mannville. It's located 1.5 miles west of the Village of Mannville on RR# 92.	Call of Chair
Northeast Alberta Information HUB (Alberta HUB)	The Northeast Alberta HUB is an alliance of Communities, Colleges, Business and Industry that conveys the region's best investment, career and lifestyle opportunities. <a href="https://www.albertahub.com/">https://www.albertahub.com/</a>	To be determined by the Executive Committee upon completion of Municipal Elections; likely sometime in December.
Regional Assessment Review Board	The Villages of Innisfree and Mannville and the County of Minburn have formed a Regional Assessment Review Board. Currently, the board requires members.	<i>Must have Training to sit on this Board.</i> Board meets as required upon receipt of an Assessment Appeal
Kalyna Country Eco-Museum Trust Society (Regional Tourism)	Kalyna Country is a "living" outdoor museum encompassing 20,000 sq. kms in rural East Central Alberta. <a href="http://www.kalynacountry.com/">http://www.kalynacountry.com/</a>	AGM March 31 <sup>st</sup> annually. All other meetings at the call of the chair; meetings must be held at least every 3 months.

Good afternoon,

With municipal elections winding down, we wanted to reach out to our member municipalities. Many of you will be appointing representatives to our board for the first time. As a member of Northern Lights Library System, you are entitled to appoint a representative. We encourage you to be thoughtful about your appointment and to appoint a representative with interest in the health and development of libraries and library services.

The following information may be helpful as you consider your appointment:

Your appointee should report regularly to council on the development of the library system. Traditionally, appointees are often council members but you are not required to appoint a member from council. You may appoint any member of the community you feel appropriate. If you choose not to appoint a council member, consider mechanisms for regular updates from them.

The board meets 4 times annually. Honoraria are not provided for attendance at these meetings, but we reimburse for mileage and provide food where the meetings are in person. Our headquarters are in Elk Point. We anticipate only 1 in-person meeting in 2022 (May). The others will be conducted online (Zoom). Meetings have historically been on the last Saturday of the months of February, May, August, and November.

Your representative may choose to run for election on our Executive Committee or other board committees. Service on these committees include an honorarium.

For further details see our policy statement on [board honoraria and expenses](#). Terms of Reference for each of our board committees may be found under the "Terms of Reference" tab on [this page](#). More generally, all our policies may be found on our [NLLS policies site](#). Policies under the tab "Board" may be of particular interest to perspective representatives.

Sincerely,

**James MacDonald** MLIS, DAS  
Executive Director | Northern Lights Library System  
E [jmacdonald@nlls.ab.ca](mailto:jmacdonald@nlls.ab.ca) | [www.nlls.ab.ca](http://www.nlls.ab.ca)  
P 780.545.5072

Our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples.





October 20, 2021

TCYHA Board 2021-2022

**OFFICERS**

**President**  
Merv Starzyk, Mayor, RM Yellowhead, MB  
**Past President**  
Paul Smith, Life Member, Strathcona County, AB  
**Secretary/Treasurer**  
Don Grimble, Life Member, Edmonton, AB

**DIRECTORS:**

**British Columbia Directors**  
Rosemary Hrubey, Councillor, McBride  
Pete Pearson, Councillor, Valemount  
Sandy Salt, Individual Member, Valemount  
**Alberta Directors**  
Gean Chouinard, Councillor, Edson  
Dennis Roth, Deputy Mayor, Kitscoty  
Jason Stelmaschuk, Councillor, Vermilion River  
Daniel Warawa, Councillor, Lamont County  
Paul Smith, Life Member, Strathcona County  
**Saskatchewan Directors**  
Gordon Barnhart, Mayor, Saltcoats  
Randy Goulden, Councillor, Yorkton  
Jamie Brandrick, Mayor, Borden  
**Manitoba Directors**  
Pat Skatch, Mayor, Minnedosa  
Murray Parrott, Councillor, Neepawa  
Rene Cadieux, Councillor, Russell-Binscath  
Merv Starzyk, Mayor, RM Yellowhead

**Appointed Directors / Committee Chairs:**  
**Staff Relations Chair:**  
Jack Wright, Life Member  
**Chambers/Associations Liaison Chair:**  
Todd Banks, Sherwood Park & District Chamber  
**Governance Chair:**  
Pete Pearson, Valemount  
**Appointed Director**  
Bert Journault  
~  
C.A.O.  
John Wojcicki



Dear Mayor and Members of Council:

On behalf of the Board of the Trans Canada Yellowhead Highway Association (TCYHA) we extend our congratulations on your recent election.

The TCYHA has a 75year history of working cooperatively with the Federal and all four Western Provincial Governments in ensuring the necessary infrastructure needs to further economic development and the safe and efficient movement of people and goods along the Yellowhead corridors (TC#16 and BC#5) are being addressed. Your municipality is an important part of that history and we hope we can count on it being a part of our collective future.

As the representative voice of the many municipalities along both the Trans Canada #16 and BC#5 highways, we look forward to continuing to work together to identify concerns and find solutions. In doing so, we strive to help our national economy by being a part of a process that facilitates effective, efficient, and enjoyable transportation options.

Allow us a few moments to re-introduce ourselves to those newly elected: Although the history of the Trans Canada Yellowhead Highway Association can trace its roots dating back to 1819, with the facilitation of moving goods from the Prairies to the West Coast by Iroquois Metis Pierre Bostonais – also known as “Yellowhead”, the current organizational structure began in 1947. It was at this time that municipalities across all four Western Provinces got together so that they could form one entity that would represent their collective voice on matters concerning transportation and related matters. This entity is the Trans Canada Yellowhead Highway Association. This collective effort resulted in the construction of what we now know as Trans Canada Yellowhead Highway #16 and its southern arm in British Columbia, Yellowhead #5.

We continue to work with governments to address ongoing highway improvements, all of which focus on increasing travel safety. We also are very active in promoting the highway as a primary means of transportation for commercial and tourist travelers.

We publish a hard copy travel map/guide (over 70,000 distributed through Visitor Information Centers throughout Western Canada and NW USA) and we have a website geared to travelers to help them develop their trip planning itinerary, [www.goyellowhead.com](http://www.goyellowhead.com).

TRANS CANADA YELLOWHEAD HIGHWAY ASSOCIATION  
~ est'd 1947 ~  
#3, 9343 50 STREET  
EDMONTON, AB, T6B 2L5  
PH: (780) 761-3800 EMAIL: [admin@goyellowhead.com](mailto:admin@goyellowhead.com)  
[www.goyellowhead.com](http://www.goyellowhead.com)

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The last few years have been challenging for all of us; dealing with a pandemic and the consequential impacts it has had on our economies and general community health, physical, emotional, and financial. Now is the time, much like when the Association first came to being, that a collective and collaborative voice has the potential for significant impact. We will find strength in unity more so than individually and in doing so come out of these trying times stronger than ever.

The TCYHA will continue developing proactive approaches to promote regional tourism and when appropriate to expand that to pan-Western tourism. We have also are working with Indigenous Tourism agencies to enhance that outreach. A communal effort will be in everyone's best interests.

Each year the members of TCYHA convene to put together Resolutions that we collectively would like to bring to Government's attention. We look forward to ongoing collaboration in moving forward key transportation infrastructure concerns which will have very positive benefits for all the constituents on and along the Yellowhead corridors and help enhance traveler safety.

We invite you to share any highway concerns with us so we can work together to formulate effective strategies in getting them addressed. We encourage you to appoint a member of your Council to serve as a liaison to TCYHA and act as your Designated Representative.

We wish you safe and healthy travels,



Merv Starzyk  
TCYHA President  
(Mayor, RM Yellowhead MB)



Paul Smith  
TCYHA Past President  
(Life Member, Strathcona County AB)

## Request for Decision (RFD)

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**Topic:** 2021-2022 Council Remuneration  
**Initiated by:** 2021 Municipal General Election/MGA  
**Attachments:** None

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### Purpose(s):

1. To review and endorse the Council Remunerations for the period October 26, 2021 through the council meeting in October 2022.
2. To develop Policy to address Governance Accountability and Transparency.

### Background:

1. Village Council endorsed the following remunerations in the October 20<sup>th</sup>, 2020 Organizational Council meeting:

<b>Mileage</b>	Current year, Canada Revenue Agency rates
<b>Regular Council Meetings</b>	\$150.00
<b>Special Council Meetings</b>	\$ 75.00
<b>Committee Meetings</b>	\$ 15.00 per hour, to a maximum of \$120.00 per day

### Key Issues/Concepts:

1. The MGA and the Village of Innisfree Council Procedural Bylaw 656 mandates that Council Remuneration shall be addressed at the annual Organizational meeting.
2. The current rates are recorded above.
3. The Village of Innisfree does not have a Policy for the payment of expenses. There has simply been a motion to pay a certain amount, without any accountable actions in conducting the payments.

### Options:

1. That Council approve a motion to maintain the existing Village of Innisfree Remuneration Rates.
2. That Council approve a decrease to the existing Village of Innisfree Remuneration Rates.
3. That Council approve an increase to the exiting Village of Innisfree Remuneration Rates.
4. That Council defer this matter to the October 26, 2021, Regular Agenda to address a Compensation and Expenditures Policy.

### Financial Implications:

1. None indicated.

### Relevant Policy/Legislation:

1. *Bylaw 656 – Council Procedural Bylaw – Section 7*

### Political/Public Implication(s):

1. Providing clear and concise policy and guidelines for public information demonstrates Governance accountability and transparency.

### Recommendation:

1. That Council defer this matter to the October 26, 2021, Regular Agenda to address a Compensation and Expenditures Policy.

**Policy**

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

**Purpose**

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

**1.0 DEFINITIONS**

- 1.1 **Committee** means a committee, board, commission, authority, task force or any other public body established by Council.
- 1.2 **Council** means the Mayor and Councillors of the Village of Innisfree.
- 1.3 **Member** means a Member of Council duly elected under the authority of the *Local Authorities Election Act*, R.S.A. 2000, Chapter L-21 and amendments thereto.

**2.0 PROCEDURES**

- 2.1 Village Council to:
  - 2.1.1 Approve this policy by resolution.
  - 2.1.2 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees (Schedule 'A')*.
- 2.2 Members of Council Committees:
  - 2.2.1 Agree to, sign and comply with the *Village of Innisfree Code of Conduct for Members of Council and Council Committees (Schedule 'A')*.
- 2.3 Chief Administrative Officer (CAO) to:
  - 2.3.1 Ensure implementation of this Policy with all Members of Council and Council Committees

**3.0 APPENDICES**

- 3.1 Schedule 'A' - *Village of Innisfree Code of Conduct for Members of Council and Council Committees*.

**4.0 END OF PROCEDURE**

**VILLAGE OF INNISFREE**  
**Code of Conduct for Members of Council**  
**And Council Committees**

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

**1. Conduct**

**1.1 Foster Respect for Decision-making Process**

All Members shall accurately and adequately communicate the attitudes and decisions of Council or Committee, even if they disagree with the decision, such that respect for the decision making process is fostered.

All members shall share their concerns and communicate concerns amongst the presence of the entire Council or Committee body.

**1.2 Release of Confidential Information Prohibited**

Members have a duty to hold in strict confidence all information concerning matters dealt with at *in-camera* meetings. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the *in-camera* deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the *Freedom of Information and Protection of Privacy Act*.

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that it may cause detriment to themselves or others.



### **1.3 Release of Information to Public and Media**

Members acknowledge that official information related to decisions and resolutions of Council or Committee will normally be communicated to the public and media by the Mayor as Head of Council, or Chair of the Committee, or by the Village of Innisfree Chief Administrative Officer.

### **1.4 Acceptance of Gifts Prohibited**

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance of duties of office.

Members are not precluded from accepting:

- 1.4.1. personal gifts, benefits rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- 1.4.2. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.4.3. food and beverages at banquets, receptions, ceremonies or similar events;
- 1.4.4. services provided without compensation by persons volunteering their time;
- 1.4.5. food, lodging, transportation and entertainment provided by other levels of governments or by other local government boards or commissions;
- 1.4.6. a reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with relevant Village of Innisfree policy;
- 1.4.7. token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event; and
- 1.4.8. gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation of why the gifts or benefits cannot be accepted.

## 1.5 Engaging in Incompatible Behavior Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members *shall not*:

- 1.5.1 use any influence of office for any purpose other than official duties;
- 1.5.2 solicit, demand, or accept the services of any municipal employee, or individual providing services on a contract for services, for re-election or re-appointment purposes;
- 1.5.3 use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- 1.5.4 place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- 1.5.5 give preferential treatment to any person or organization in which a Member has a financial interest;
- 1.5.6 influence any Administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a Member has a financial interest;
- 1.5.7 use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

## 1.6 Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member is aware.

## 1.7 Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements and the public with dignity, understanding and respect for the right of equality and the right to an environment that is safe and free from harassment and discrimination.

**1.8 Not to Discriminate**

In accordance with the *Human Rights Code*, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, same sex partnership status, family status or disability. Age, disability, family status, record of offenses and same sex partnership status shall be defined in the *Human Rights Code*.

**1.9 Not to Engage in Harassment**

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

\_\_\_\_\_  
Member's Name (please print)

\_\_\_\_\_  
Members Signature

\_\_\_\_\_  
Witness Name (please print)

\_\_\_\_\_  
Witness Signature

Dated: \_\_\_\_\_