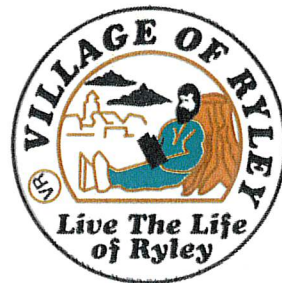
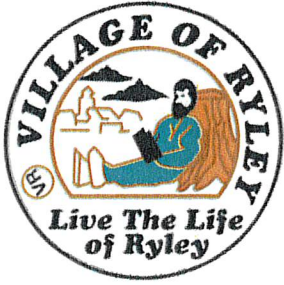


**AGENDA**  
**VILLAGE OF RYLEY**  
**Organizational Meeting of Council**  
**October 1, 2024, at 6:45 pm**



1. Call to Order (by the CAO)
  - 1.1 Land Acknowledgement & Statement of Inclusion
2. Nomination/Election of Mayor & Oath OR Affirmation of Office
3. Nomination/Election of Deputy Mayor & Oath OR Affirmation of Office
4. Committee/Board Appointments
5. Professional Appointments
  - 5.1 Appointment of the Engineers
  - Appointment of Assessor
  - Appointment of Legal Council
  - Appointment of Auditor
  - Appointment of Financial Institution
  - 5.2 Subdivision Authority
6. Signing Authority
7. Council Remuneration
8. Dates and Times of Meetings
9. Adjournment



**OFFICIAL OATH**

I, \_\_\_\_\_, do swear that I will diligently,

faithfully, and to the best of my ability,

execute according to law, the

Office of MAYOR

For the VILLAGE OF RYLEY

So help me God.

\_\_\_\_\_  
Signature

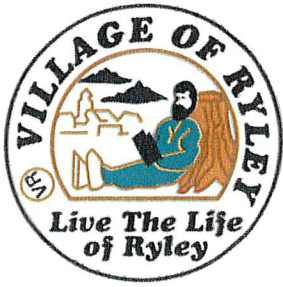
Sworn before me at the Village of Ryley

In the Province of Alberta this 1<sup>st</sup> day of

October, A.D. 2024

\_\_\_\_\_  
Commissioner of Oaths

Expiry: \_\_\_\_\_



**OFFICIAL AFFIRMATION**

I, \_\_\_\_\_, do affirm that I will

diligently, faithfully, and to the best of my ability,

execute according to law, the

Office of MAYOR

For the VILLAGE OF RYLEY

\_\_\_\_\_  
Signature

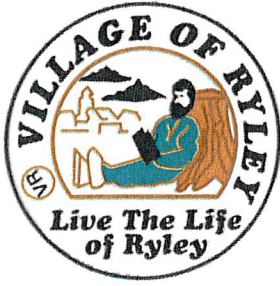
Sworn before me at the Village of Ryley

In the Province of Alberta this 1<sup>st</sup> day of

October, A.D. 2024

\_\_\_\_\_  
Commissioner of Oaths

Expiry \_\_\_\_\_



**OFFICIAL OATH**

I, \_\_\_\_\_, do swear that I will diligently,

faithfully, and to the best of my ability,

execute according to law, the

Office of DEPUTY- MAYOR

For the VILLAGE OF RYLEY

So help me God.

\_\_\_\_\_  
Signature

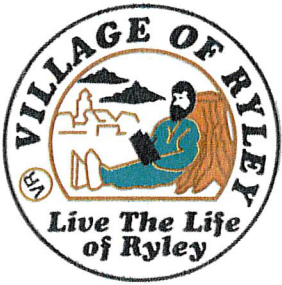
Sworn before me at the Village of Ryley

In the Province of Alberta this 1<sup>st</sup> day of

October, A.D. 2024

\_\_\_\_\_  
Commissioner of Oaths

Expiry: \_\_\_\_\_



**OFFICIAL AFFIRMATION**

I, \_\_\_\_\_, do affirm that I will

diligently, faithfully, and to the best of my ability,

execute according to law, the

Office of DEPUTY-MAYOR

For the VILLAGE OF RYLEY

\_\_\_\_\_  
Signature

Sworn before me at the Village of Ryley

In the Province of Alberta this 1<sup>st</sup> day of

October, A.D. 2024

\_\_\_\_\_  
Commissioner of Oaths

Expiry \_\_\_\_\_

# Schedule A

October 1, 2024

## List of Appointments to Committees, Boards and Commissions

<p><b>Battle River Alliance for Economic Development (BRAED)</b>          1 Council Member, 1 Alternate          Meetings: Monthly          Meetings held monthly in different communities, arranged at General Meeting. BRAED is a group of 36 communities who work together to further the prosperity of the Battle River Region           Contact: Cathy Goulet, Exec. Director (780) 618-4967 excutivedirector@braedalberta.ca</p>	<p>Appointed:  Alternate:</p>
<p><b>Beaver Ambulance Society</b>          1 Council Member, 1 Alternate          Meetings: Monthly, fourth Wednesday          The society is a federally registered non-profit charitable society dedicated to providing quality emergency medical services and supports to residents of Tofield, Ryley, Holden, Viking, and Beaver County. Remuneration is paid by Society for board members.          Contact: Wes Baerg, Executive Director (780) 662-6352 wes.baerg@beaver-ems.com</p>	<p>Appointed:  Alternate:</p>
<p><b>Beaver Emergency Services Commission (BESC)</b>          1 Council Member, 1 Alternate          Meetings: Second Wednesday of the month          The meetings are held in rotation in Tofield, Ryley, Holden, Viking, Bruce and Kinsella. BESC is a regional partnership between Tofield, Viking, Holden, Ryley and Beaver County, set up for the administration and delivery of fire and emergency management services.          Contact: Steve Upham, Regional Emergency Manager (780) 336-3041 rem@besc.ca</p>	<p>Appointed:  Alternate:</p>
<p><b>Beaver Foundation</b>          1 Council Member, 1 Alternate          Meetings: Roughly seven a year on the fourth Tuesday in Holden          Management Agency for Lodges and Senior Social Housing in Beaver County. Part of a Shared Services Agreement between Municipalities in Beaver County. Annual Requisitions for funding determined by the Foundation are included on the Tax Notices to the residents          Contact: Owen Ligard, CAO (780) 688-2233 bvrfdntn@mcsnet.ca</p>	<p>Appointed:  Alternate:</p>
<p><b>Beaver Heritage &amp; Agricultural Society</b>          1 Council Member, 1 Alternate          Meetings: Third Monday of the month at Ryley Office          Manages the Ryley Pool. Funding provided through a Shared Services Agreement between the Village of Ryley and Beaver County that includes a matching grant from the Alberta Government.           Contact: Lonnie Lauber, Secretary (780) 663-3612 lonnelle@mcsnet.ca</p>	<p>Appointed:  Alternate:</p>
<p><b>Claystone Public Advisory Committee</b>          1 Council member          Meetings on call by Chair          Provides Community feedback to Claystone          Contact: Anne Ruzicka 587-689-6018 Ext. 122</p>	<p>Appointed:</p>

<p><b>Beaver Regional Partnership (BRP) (Intermunicipal Collaboration Framework (ICF) Committee)</b>  Mayor, CAO  Meetings: Quarterly or at the call of the chair  This committee is Intermunicipal, and Discusses matters pertaining to municipal viability. ICF is a legislated requirement of the municipalities within Beaver County to develop agreements where services extend beyond Municipal Boundaries. Chair for 2024: Holden.  Contact: Don Mcleod, CAO (780) 336-3466 CAO@viking.ca</p>	Appointed:  
<p><b>Family and Community Support Services Ryley (FCSS)</b>  Ryley Council (A future board will be created with Public At Large)  Meetings: Monthly meetings held at the Ryley Community Resource Centre  Contact: Mickey Wilson (780) 231-4561 fcss@ryley.ca</p>	Appointed:  Alternate:  
<p><b>Highway 14 Regional Water Services Commission</b>  1 Council Member, 1 Alternate  Meetings: Quarterly meetings held on the third Wednesday at the commission Office  The Commission has five members including; Tofield, Viking, Ryley, Holden, and Beaver County.  The Highway 14 Regional Water Services Commission Pipeline system delivers high quality treated water to the municipalities of Beaver County.  Contact: Brent Clark brent.clark@hwy14water.ca</p>	Appointed:  Alternate:  
<p><b>Northern Lights Library System (NLLS)</b>  1 Council Member  Meetings: Quarterly first Saturday in Elk point  The northern Lights Library System (NLLS) is one part of the seven regional library systems across Alberta, helping deliver comprehensive, efficient library services to all Albertans, regardless of where they live. Working together, NLLS libraries in northeast Alberta are able to accomplish more than any single library could alone.  Contact: Julie Walker (780) 724-2596 ext. 2112 info@nlls.ab.ca</p>	Appointed:  
<p><b>Tofield and Area Health Services Foundation</b>  1 Council Member, 1 Alternate  Meetings: Every third Wednesday at Tofield Health Center  Works to gather community support, develop partnerships and raise critically needed funds to build excellence within our system and further enhance the care delivered to patients and their families in Alberta.  Contact: tofieldhealthfoundation@gmail.com</p>	Appointed:  Alternate:  
<p><b>Beaver County Victim Services</b>  1 Council Member, 1 Alternate  Meetings: Approx.. three times a year at call of the chair  Ryley supports Victim Services with an annual per-capita grant. Victim Services provides support for persons suffering from trauma associated with a range of causes, such as domestic disputes, loss of loved ones, injuries, acts of crime, etc..  Contact: Jaylyn Umphery (780) 983-1603 Karlana Noel (780) 662-2258 bcvictimservices@gmail.com</p>	Appointed:  Alternate:  
<p><b>Community Attraction and Retention Committee (CARC)</b>  1 Council Member  Meetings:  This committee will work on attracting and retaining physicians that serve the medical needs of residents in the western portion of the Beaver County area, including Tofield and Ryley</p>	Appointed:  

<p><b>Clean Harbors Community Relations Committee</b>  2 Council Members, 3 Public at Large Members, 2 Members from Clean Harbors  Meetings: Quarterly  The committee membership provides an opportunity to become involved in ongoing dialogues to discuss residents' concerns and provide information from Clean Harbors to the Village.  Recommendations are made for the annual Community Enhancement Donation from Clean Harbor.</p> <p>Contact: Village Office (780) 663-3653 cao@ryley.ca</p>	Appointed:  Members at Large:
<p><b>GO East Regional Tourism Board</b>  1 Council Member  Meetings: Third Tuesday of the month  The committee meets to discuss and plan around regional tourism marketing and development activities.  Contact: Donna Jenson (780) 632-7699 donna.goeast@gmail.com</p>	Appointed:
<p><b>Village of Ryley Library Board</b>  2 Council Members, 3 to 8 Public at Large Members  Meetings: Monthly, second Monday of the month at the McPherson Municipal Library  It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity and to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups that need them.</p> <p>Contact: Kim Murphy, Library Manager (780) 663-3999 librarian@mcphersonlibrary.ab.ca</p>	Appointed:
<p><b>Main Street Committee</b>  1 Council Member, 2 or more Public at Large Members  Meetings: Up to monthly  Committee made up of Councillors and Public at Large Members who meet periodically during the year to arrange for the beautification of the Village of Ryley. This includes planting and maintenance of hanging pots, Century Park, Community Hall and planters around the Village.  Contact: Village Office (780) 663-3653 cao@ryley.ca</p>	Appointed:  Members at Large:
<p><b>Ryley/Beaver Intermunicipal Committee</b>  2 Council Members  Meetings: At the call of the chair on a rotating basis, hosting at each municipality  Contact: CAO of chairing municipality cao@ryley.ca</p>	Appointed:



**SCHEDULE A:  
List of Appointments to Committees, Boards & Commissions  
OCTOBER 2024-2025**

	Knockleby	Ducherer	Reid	Dennis	Murphy	CAO	PAL: Annette Short	PAL: Lori Pope	PAL: Donna Pitre	Deb Sych	PAL: TBA	PAL: TBA	CH: TBA	CH: Stan Yuha
Battle River Alliance for Economic Development (BRAED)														
Beaver Ambulance Society														
<b>Beaver Emergency Services Commission (BESC)</b>														
Beaver Foundation														
Beaver Heritage & Agriculture Society														
Claystone Public Advisory Committee														
Beaver Regional Partnership (BRP)														
Ryley Family & Community Support Services (FCSS)														
<b>Highway 14 Regional Water Commission</b>														
Northern Lights Library System (NLLS)														
Tofield & Area Health Foundation														
Beaver County Victim Services														
Community Attraction and Retention Committee (CARC)														
Clean Harbors Community Relations Committee														
GO East Regional Tourism Board														
Village of Ryley Library Board														
Main Street Committee														
Ryley/Beaver Intermunicipal Committee (IMC)														

Village of Ryley

REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Meeting of Council</b>
<b>Meeting Date:</b>	<b>1 OCTOBER 2024</b>
<b>Presented By:</b>	<b>Glen Hamilton-Brown, CAO</b>
<b>Title:</b>	<b>Professional Appointments</b>
<b>Agenda Item:</b>	<b>5.1</b>

RECOMMENDED ACTION:

That Council for the Village of Ryley accepts the representation of Professional Appointments as follows:

Village Engineers: MPE Engineering

Village Assessor: Municipal Assessment Services Group Inc.

Village Solicitors: Alberta Counsel

Village Auditor : Doyle & Company

Village Financial Institution: Alberta Treasury Branch, Ryley, AB

BACKGROUND / PROPOSAL:

Each year, The Village of Ryley must appoint a Village Auditor, Engineer, Assessor, and Solicitor at the Organizational Meeting.

COSTS / SOURCE OF FUNDING:

None

Author: Jessica Whamond  
September 24, 2024

Village of Ryley

REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Meeting of Council</b>
<b>Meeting Date:</b>	<b>1 OCTOBER 2024</b>
<b>Presented By:</b>	<b>Glen Hamilton-Brown, CAO</b>
<b>Title:</b>	<b>Subdivision Authority Appointment</b>
<b>Agenda Item:</b>	<b>5.2</b>

RECOMMENDED ACTION:

That Council for the Village of Ryley re-appoints Jane Dauphine from Municipal Planning Services as the Subdivision Authority for the Village of Ryley.

BACKGROUND / PROPOSAL:

Bylaw 2007-06-03 states:

- 2.2 The Subdivision Authority shall consist of one (1) person appointed by resolution of the Council.
- 2.3 If the appointed person shall die, retire, resign, or become unavailable another person may be appointed by resolution of Council.
- 2.4 Council may remove the person from the position of Subdivision Authority by resolution at any time.
- 3.1 Subject to Section 2.4 of this bylaw, the Subdivision Authority shall be appointed at the pleasure of the Council for a term of one (1) year and may be reappointed upon the expiry of the term at the pleasure of Council.”

COSTS / SOURCE OF FUNDING:

NONE

Author: Jessica Whamond  
September 24, 2024

Village of Ryley

REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Meeting of Council</b>
<b>Meeting Date:</b>	<b>01 OCTOBER 2024</b>
<b>Presented By:</b>	<b>Glen Hamilton-Brown, CAO</b>
<b>Title:</b>	<b>Signing Authority</b>
<b>Agenda Item:</b>	<b>6</b>

RECOMMENDED ACTION:

That council update and approve the signing authority.

**2024-10-01#00 MOVED** by Cr. that council for the Village of Ryley acknowledges that Procedural Bylaw 2018-927 authorizes the Mayor as primary elected official signing authority and Deputy Mayor as alternate elected official signing authority for the Village of Ryley, and further, authorizes the CAO as primary administrative signing authority and hereby authorizes the Office Manager, Jessica Whamond, as the alternate administrative signing authority for the Village of Ryley.

BACKGROUND:

MGA s.213(4)

*agreements and cheques and other negotiable instruments must be signed or authorized:*

*(a) by the chief elected official or by another person authorized by council to sign them; and*

*(b) by a designated officer,*

**OR** *by a designated officer acting alone if so authorized by council.*

Village of Ryley Procedural Bylaw (2018-927) Section 16.1

*Agreements and cheques and other negotiable instruments must be signed or authorized by the Mayor or the Deputy Mayor or an acting Mayor or another Councillor, if authorized by resolution; and must be counter-signed by the Chief Administrative Officer or an acting Chief Administrative Officer or an other designated officer if authorized by resolution.*

As a new Mayor and Deputy Mayor are appointed, signing authority must be updated with the Village's financial institution, Alberta Treasury Branch, Ryley, Alberta.

Author: Samantha Mockford  
September 24, 2024

Village of Ryley

REQUEST FOR DECISION

<b>Meeting:</b>	<b>Organizational Meeting of Council</b>
<b>Meeting Date:</b>	<b>01 OCTOBER 2024</b>
<b>Presented By:</b>	<b>Glen Hamilton-Brown, CAO</b>
<b>Title:</b>	<b>Council Remuneration</b>
<b>Agenda Item:</b>	<b>7</b>

**RECOMMENDED ACTION:**

2024-10-01#00 MOVED by that Council for the Village of Ryley will keep the current rates as previously set by Council in Policy 2020-12-15-08.

**BACKGROUND / PROPOSAL:**

That Council for the Village of Ryley acknowledges Policy 2020-12-15-08 as Council remuneration for 2024-2025 elected year.

See attached Policy 2020-12-15-08

**COSTS / SOURCE OF FUNDING:**

Depends on the alternative chosen.

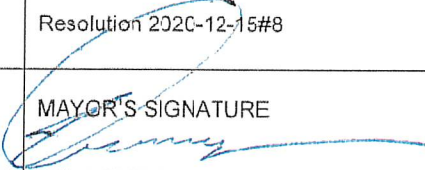

**ALTERNATIVES:**

- 1 Accept for information.
- 2 Further regional research.
- 3 Defer to a Committee of the Whole Meeting.
- 4 Refer to administration for further follow up.
- 5 Postpone to permit time to review.
- 6 Other

Author: Samantha Mockford  
September 24, 2024



## OFFICIAL VILLAGE OF RYLEY COUNCIL REMUNERATION POLICY

<b>SECTION:</b>	HUMAN RESOURCES	<b>POLICY NUMBER:</b>	2020-12-15-08
<b>SUBJECT:</b>	COUNCIL REMUNERATION	<b>ISSUED: AMENDED:</b>	December 15, 2020 (Never)
<b>APPROVAL:</b>	Resolution 2020-12-15#8	<b>EFFECTIVE DATE:</b>	January 1, 2021
<b>MAYOR</b>	MAYOR'S SIGNATURE 	<b>AMENDS REPLACES: (POLICY #)</b>	N/A 011-09-09
<b>CAO</b>	CAO'S SIGNATURE 	<b>NUMBER OF PAGES THAT FORM THIS POLICY:</b>	Two (2) Pages plus Three (3) Attachments

### POLICY:

There shall be a Policy established regarding the remuneration and expense fees payable to the Elected Officials of the Village of Ryley. Elected Officials commit a significant amount of time and effort to prepare, study and follow-up as part of their duties and responsibilities and should be reimbursed for expenses incurred and time spent away from their regular place of business and family and personal responsibilities. Salary must consider time spent well beyond "attendance at meetings".

### PAYROLL:

- a. **FIXED SALARY COMPONENT:** Each Councillor receives a monthly salary component for their duty to prepare, attend and follow-up a standard number of Regular and Special Council meetings. The formula is based on one-twelfth (1/12) of the annual cost for twenty-eight (28) meetings per year: two (2) Regular Council meetings each month, plus four (4) Special Council meetings. This reflects the average that has occurred over the previous five (5) years
- b. **VARIABLE SALARY COMPONENT:** Each Councillor receives a salary component for their duty to prepare, attend and follow-up for the board(s), commission(s) and/or committee(s) that they are appointed to, pursuant to Schedule A of the Village of Ryley Annual Organization meeting and pursuant to the Organization meetings of those boards, commissions, and committees (whether they become a chair).

- c. SUPPLEMENTAL PAY: from time-to-time council will have supplemental training sessions, professional development activities and/or an excess of non-forecasted meetings. These supplemental events shall be pre-approved by a resolution of council, then claimed under expenses. They will be paid under payroll.
- d. Fixed and Variable Salary Components shall be calculated for each Councillor after the annual organization meetings and will apply from November to October of the following year.
- e. Salary adjustments will be made effective for the month immediately following any membership changes to boards, commissions, or committees.
- f. Salaries shall be paid by direct deposit on the 30<sup>th</sup> of each month. That month's salary payment is for that same month: that is to say that monthly salaries are paid in arrears and not in advance.

## EXPENSES

The National Joint Council (NJC) of the Public Service of Canada is the Forum of Choice for co-development, consultation and information sharing between the government as employer and public service bargaining agents. The NJC maintains a rich library of policy rules, allowances and rates including provincial level variances. By adopting the rates and allowances of the NJC, the Village of Ryley and all interested parties can feel confident that these rates are fair and resistant to local pecuniary conflict. An extremely significant task of periodic researching, tracking, reviewing, considering, and approving rules, rates and allowances is avoided by Council and Administration adopting those of the NJC, thereby saving time and money while remaining impartial toward pecuniary interests and conflicts.

All travel or temporary duty expenses shall be according to the rules, rates and allowances set out by the National Joint Council (<https://www.njc-cnm.gc.ca>).

- a. Councillors shall submit claim forms accompanied by receipts within two (2) weeks after a claimable event is complete.
- b. The Mayor shall approve each Councillor's expense claims and the Deputy Mayor shall approve the Mayor's expense claims.
- c. The CAO shall review and validate all expense claims.

Attachments (Schedules):

- A. Model of Salary Components
- B. Sample Expense Sheet



## Model of Salary Components

PROPOSED COUNCIL REMUNERATION SALARY CONVERSION MODEL					
FIXED (COUNCIL MEETINGS)			VARIABLE (COMMITTEE MEETINGS)		
Mayor	Meetings	Councilor	Chair	Meetings	Member
Annual	Monthly	Annual	Monthly	Annual	Monthly
\$120.00	Normal (<4hrs)	\$100.00	\$120 / \$185	Monthly (8)	\$100 / \$185
\$1,920.00	16 Regular	\$1,600.00	\$152.50	6 Normal 6 Long	\$1,710.00
\$185.00	Long (>4hrs)	\$185.00	\$120 / \$185	Quarterly (4)	\$100 / \$185
\$2,220.00	8 Regular 4 Special	\$2,220.00	\$45.42	3 Normal 1 Long	\$485.00
\$100.00	Chief Bonus	\$0.00	\$120 / \$185	On Call (2)	\$100 / \$185
\$1,200.00		\$0.00	\$40.83	1 Normal 2 Long	\$470.00
\$5,340.00	Total	\$3,820.00	\$238.75	Total	\$2,665.00
\$5,340.00	\$20,620.00	\$15,280.00	\$7,615.00	\$21,510.00	\$13,895.00





## Sample Council Salary For Committees, Boards & Commissions

Committee/Board/Commission	Council			Frequency
	Mayor	Deputy Mayor	Councilor	
Battle River Alliance for Economic Development (BRAED)		\$1,710.00		They pay their members
Beaver Ambulance Society				They pay their members
Beaver Emergency Services Commission (BESC)			\$997.50	7 = (7/12 of monthly)
Beaver Foundation			\$1,710.00	
Beaver Heritage & Agricultural Society			\$1,710.00	
Claystone Public Advisory Committee				
Beaver Regional Waste Management Services Commission				They pay their members
Beaver Regional Partnership (BRP)	\$485.00			They pay their members
Ryley Family and Community Support Services (FCSS)		\$855.00		6 = (1/2 of monthly)
Highway 14 Regional Water Services Commission				They pay their members
Northern Lights Library System (NLS) Board	\$485.00			
Tofield and Area Health Foundation	\$1,710.00			
Beaver County Victim Services				
Community Attraction and Retention Committee (CARC)	\$855.00			
Clean Harbors Community Relations Committee	\$485.00		\$485.00	6 = (1/2 of monthly)
GO East Regional Tourism Board		\$1,710.00	\$1,710.00	
Village of Ryley Library Board	\$855.00			(as per bi-monthly)
Main Street Committee	\$470.00		\$470.00	
Ryley/Beaver Intermunicipal Committee				
<b>Total</b>	<b>\$9,520.00</b>	<b>\$9,535.00</b>	<b>\$9,905.00</b>	<b>\$3,177.50</b>

Approval Motion: \_\_\_\_\_

Mayor: \_\_\_\_\_

CAO: \_\_\_\_\_