



Organizational Meeting
Council Chambers
October 21, 2019
5:30 p.m.

1. **Call to Order**
2. **Assignment of Seating**
3. **Bylaw 2019-01 Council Procedural Bylaw** Pg. 1
4. **Bylaw 2017-15 Council Code of Conduct Bylaw** Pg. 18
5. **Deputy Mayor Schedule** Pg. 33
6. **Schedule of Meetings** Pg. 34
7. **Council Appointment of Committees** Pg. 36
 - 7.1 Clarification on Committee/Board/Commission Appointments Pg. 37
 - 7.2 Council Appointments Pg. 40
8. **Appointment of Public Members to Committees** Pg. 46
9. **Adjournment of Organizational Meeting**

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REQUEST FOR DECISION

COUNCIL DATE	October 21, 2019
SUBJECT	Bylaw 2019-01 Council Procedural Bylaw
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	3

BACKGROUND/PROPOSAL:

Procedural Bylaw 2019-01 is being brought to Council for a review of the current procedures for Council and Council Committee meetings.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Discussion to take place during the Organizational Meeting.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the review of Council Procedural Bylaw 2019-01 as information.

MOTION:

That the Town of Sundre Council accept the review of Council Procedural Bylaw 2019-01 as information.

Date Reviewed: October 16, 2019

CAO: Amide Nebe

**TOWN OF SUNDRE
BYLAW NO. 2019-01**

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO PROVIDE GUIDELINES TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS

WHEREAS, pursuant to the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended or replaced from time to time, the Council of the Town of Sundre may pass a bylaw respecting the procedures to be followed by Council;

AND WHEREAS, Council of the Town of Sundre deems it necessary to pass a bylaw establishing a procedures bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF SUNDRE, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1.0 This bylaw shall be known as and may be cited as the "Procedural Bylaw".

2.0 DEFINITIONS

In this bylaw, unless the context otherwise requires:

- 2.1 'ACT' means the *Municipal Government Act, R.S.A. 2000, Chapter M-26*, as amended, and can be referred to as the *MGA*.
- 2.2 'AGENDA' means the list and order of business items for any meeting of Council, or Committees.
- 2.3 'BYLAW' means a bylaw of the Town.
- 2.4 'CAO' means the Chief Administrative Officer within the meaning of the *Municipal Government Act*.
- 2.5 'CHAIRPERSON' means the Member of a Committee elected by the Members, or appointed by Council, to preside at all meetings of the Committee.
- 2.6 'CLOSED MEETING OF COUNCIL' means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public.
- 2.7 'COUNCIL' means the Mayor and Councillors of the Town of Sundre.
- 2.8 'COUNCIL COMMITTEE' means a committee, board or other body established by council under the *Municipal Government Act*; but does not include an Assessment Review Board established under Section 454 or a Subdivision and Development Appeal Board established under Section 627.
- 2.9 'COUNCIL MEETING' means (a) where used in reference to a council, means a meeting under Section 193, or 194 of the *Municipal Government Act*, or (b) where used in reference to a council committee, means a meeting under Section 195 of the *Municipal Government Act*.
- 2.10 'DELEGATION' means a person or group of persons wishing to appear before the Council to address a specific matter.
- 2.11 'DEPUTY MAYOR' means the Member of Council appointed pursuant to this bylaw to act as Mayor in the absence or incapacity of the Mayor.

- 2.12 **'ELECTRONIC OR OTHER COMMUNICATION FACILITIES'** means that members of Council may attend a Council or Committee meeting through electronic communications. This can include using a telephone with the use of the speaker; via personal computer, or other means of technology advances.
- 2.13 **'EX-OFFICIO'** means membership by virtue of one's office.
- 2.14 **'MAYOR'** means the Member of Council duly elected Chief Elected Official and continuing to hold office, and is the presiding officer at all meetings of Council.
- 2.15 **'MEMBER'** means a Member of Council duly elected and continuing to hold office.
- 2.16 **'NOTICE OF MOTION'** means by which a Member of Council brings a matter forward for reconsideration or to alter or rescind a motion already passed at a previous meeting.
- 2.17 **'POINT OF INFORMATION'** means a request or statement directed to the Presiding Officer, or through the Chairperson to another Member or to Administration, for or about information relevant to the business at hand, but not related to a Point of Order or Point of Privilege.
- 2.18 **'POINT OF ORDER'** means the raising of a question by a Member with the view of calling attention to any departure from this bylaw or the customary proceedings in debate or in the conduct of Council's business.
- 2.19 **'PRESIDING OFFICER'** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- 2.20 **'PUBLIC HEARING'** means a meeting of Council convened to hear matters pursuant to the Act.
- 2.21 **'QUORUM'** means a majority of Members of Council as prescribed in the Act.
- 2.22 **'SPECIAL COUNCIL MEETING'** means a meeting called by the Mayor or a majority of Council pursuant to the Act.
- 2.23 **'TOWN'** means the Corporation or the Town of Sundre.

3.0 **APPLICATION**

- 3.1 This bylaw applies to all meetings of Council.
- 3.2 The precedence of the rules governing the procedure of Council is:
- (a) the *Municipal Government Act*,
 - (b) other provincial legislation,
 - (c) this Bylaw,
 - (d) Bourinot's Rules of Order.
- 3.3 The Deputy Mayor shall chair council meeting when the Mayor is absent or is unable to act as Mayor and shall have all of the responsibilities of the Mayor under this Bylaw.
- 3.4 In the absence of the Mayor and Deputy Mayor, the next Councillor scheduled to be Deputy Mayor shall have all of the responsibilities of the Mayor under this Bylaw.



- 3.5 Direction to administration by Council shall be by Council as a whole directing the CAO only.
- 3.6 A resignation of a Councillor must be in writing and given to the CAO; the CAO shall report the resignation at the first Council meeting after receiving the resignation.

4.0 **DEPUTY MAYOR**

- 4.1 Council shall appoint a Deputy Mayor at the annual organizational meeting to each month of the calendar year to act as Mayor in the absence or incapacity of the Mayor.
- 4.2 Council can by resolution make changes to the Deputy Mayor schedule.

5.0 **ORGANIZATIONAL MEETING**

- 5.1 Council shall hold an Organizational Meeting annually, not later than two weeks after the third Monday in October.
- 5.2 The Mayor and each Councillor shall take the prescribed Oath of Office as the first order of business at the first Organizational Meeting following the date of the general election.
- 5.3 Until the Mayor has taken the Oath of Office, the CAO shall chair the Organizational Meeting.
- 5.4 The CAO shall set the time and place for the Organizational Meeting. The business of the meeting being limited to:
 - (a) Oath of Office,
 - (b) Assignment of Seating,
 - (c) Deputy Mayor Appointment,
 - (d) Signing Authority,
 - (e) Schedule of Meetings, and
 - (f) Council Committee Appointments
- 5.5 Appointments to the Deputy Mayor position shall be for a total of 8 (eight) months per Council member, rotation to be determined at the first Organizational meeting of each term of Council. If a member chooses to forfeit, another member may be assigned by vote of Council.
- 5.6 Appointments of Council Members to Committees shall be for a term of one (1) year. Councillors may be appointed to the same committee at the annual organizational meeting.

6.0 **REGULAR MEETINGS OF COUNCIL**

- 6.1 Council shall hold no less than two (2) Regular Council meetings per month.
- 6.2 Regular Meetings of Council shall be held in the Town of Sundre Council Chambers at the municipal office unless notice is given in accordance with the Act that the Regular Meeting will be held elsewhere in the community.
- 6.3 Regular Meetings of Council shall be held every second Monday. Where the Monday falls on a Statutory Holiday, the meeting shall be held on the Tuesday following the Statutory Holiday Monday.



- 6.4 Regular Meetings of Council shall commence at 6:00 pm.
- 6.5 In accordance with the *Municipal Government Act*, all Regular Council meetings will be advertised.
- 6.6 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.

7.0 **SPECIAL COUNCIL MEETINGS**

- 7.1 Special Council Meetings may be called by the Mayor or a majority of Council, and notice of such Special Meetings shall be given in accordance with the provisions of the Act.
- 7.2 The Chief Elected Official:
 - (a) may call a special council meeting whenever the official considers it appropriate to do so, and;
 - (b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

A special council meeting called under subsection 194(1)(b) of the *MGA* must be held within 14 days after the date that the chief elected official receives the request.

The chief elected official may call a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

No matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole council is present at the meeting, and the council agrees to deal with the matter in question.

8.0 **PUBLIC HEARINGS**

All Public Hearings shall be convened as follows:

- 8.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
- 8.2 "Close" used in relation to a Public Hearing, means to terminate the Public Hearing.
- 8.3 At the commencement of a Public Hearing, the Chairperson shall:
 - 8.3.1 state the matter to be considered at the hearing;
 - 8.3.2 inform those present of the procedure, which shall be followed in hearing the respective submissions;
 - 8.3.3 ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the Act;

- 8.3.4 request that administrative staff present a report on the issue at hand;
 - 8.3.5 request that the Development Authority provide their position on the proposed bylaw; and
 - 8.3.6 allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
- 8.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- 8.4.1 the Chairperson will call on each person who is in favour of the proposal before Council and has filed a submission in writing;
 - 8.4.2 the Chairperson will call on each person who is in favour of the proposal but has failed to make a written submission, and has indicated to the CAO prior to commencement of the hearing that he or she wishes to make an oral presentation;
 - 8.4.3 the Chairperson will call on each person who is opposed to the proposal before Council and has filed a submission in writing;
 - 8.4.4 the Chairperson will call on each person who is opposed to the proposal and has failed to make a written submission, and has indicated to the CAO prior to the commencement of the hearing that he or she wishes to make an oral presentation.
- 8.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- 8.5.1 be in legible writing;
 - 8.5.2 name the individual authorized to speak;
 - 8.5.3 indicate the proposed bylaw to be spoken to; and
 - 8.5.4 be signed by the person giving the authorization.
- 8.6 The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
- 8.7 No person representing an individual shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him/her by a Council Member, unless granted a time extension by the majority of Council.
- 8.8 No person representing a group shall address Council for more than five (5) minutes, exclusive of the time required to answer questions put to him or her by a Council Member, unless granted a time extension by the majority of Council.
- 8.9 The Chairperson will allow staff to make closing comments.
- 8.10 If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.

- 8.11 A Public Hearing may be adjourned if Council requires further information in order to make an informed decision on the bylaw. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
- 8.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

9.0 **CLOSED MEETING OF COUNCIL (In Camera)**

- 9.1 The Act permits Council or Committee to close all or part of the meeting to the public if a matter to be discussed is, of a class prescribed or otherwise described in the regulations.
- 9.2 When a "Closed Meeting" is held, no Motion or Bylaw may be passed except a Motion to revert to a meeting held in public.
- 9.3 For the purposes of the Act, a meeting or part of a meeting is considered to be closed to the public if:
 - 8.3.1 any members if the public are not permitted to attend the entire meeting or part of the meeting,
 - 8.3.2 the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
 - 8.3.3 the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.
- 9.4 Before closing all or any part of a meeting to the public, a council or council committee must by Motion approve:
 - 8.4.1 the part of the meeting that is to be closed, and
 - 8.4.2 the basis on which, under an exception to disclosure in Division 2 or Part 1 of the *Freedom of Information and Protection of Privacy Act* or under the regulations, the part of the meeting is to be closed.
- 9.5 After the closed meeting discussions are completed, any members of the public, who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues.
- 9.6 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the Act may deliberate and make its decision in a meeting closed to the public.
- 8.7 Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.
- 9.8 Members participating in the meeting through Electronic or other Communication Facility are not permitted to participate in Closed Meetings of Council.



10.0 **AGENDA**

- 10.1 The Agenda shall list the items and order of business for the meeting,
- 10.2 The CAO shall prepare the Agenda and shall ensure copies of the Agenda are available no later than 4:30 p.m. on the Friday prior to the Monday Council meeting, however, normal practice shall be to ensure copies are available on the Thursday prior to the Monday Council meeting.
- 10.3 Copies of the Agenda shall be provided to the following:
 - (a) members of Council,
 - (b) representatives of the local news media,
 - (c) all staff who are entitled to receive copies, and
 - (d) published on the Town website.
- 10.4 All submissions for the Agenda of all Regular Meetings of Council shall be received by the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.5 Council Members shall present matters for consideration on the Agenda by submitting a Written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The written notice shall describe the matter to be brought forward and include the proposed motion.
- 10.6 Council Members wishing to make an "Inquiry for Answer" at a Regular Meeting shall submit a written notice to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held.
- 10.7 The subject matter of an inquiry is not debatable until the reply to the inquiry has been made or presented to Council.
- 10.8 No item shall be added to the agenda at the Regular Meeting unless it is of an urgent nature, and the item shall be:
 - (a) accompanied by a brief explanation from the staff member or Member of Council indicating the reasons for, and the degree of urgency of the item in accordance with section 25;
 - (b) provided to the CAO prior to the commencement of the meeting; and
 - (c) approved by a majority vote of Council.

11.0 **COMMUNICATIONS**

- 11.1 A person wishing to have any matter considered by Council, a letter or other communication shall be addressed to the CAO, and/or Mayor and Council, and the letter or communication shall:
 - (a) be printed, typewritten or legibly written,
 - (b) clearly set out the matter at issue and the request made of Council,
 - (c) be signed by the writer, and include the printed name and address of the writer,

- (d) be submitted to the CAO no later than noon on the Wednesday prior to the Monday on which the meeting is to be held. The CAO will have the discretion to bring forward items submitted late that may be of an emergent nature.

11.2 On receipt of a communication for Council the CAO, may:

- (a) include it as an item on the Agenda for the next Regular Meeting of Council, in full or in summary form, as deemed appropriate, or
- (b) refer the matter to a staff member for response prior to providing the communication or letter to Council, or
- (c) place a copy of the communication in each members' mailbox.

12.0 **DELEGATIONS**

12.1 A member wishing to appear before Council, individually or as a group, must make a written submission to the CAO to arrive no later than Noon (12:00 p.m.) on the Wednesday immediately prior to the Council meeting.

12.2 Delegations are scheduled at the discretion of the CAO, subject to:

- (a) the volume of material on any given agenda;
- (b) the number of requests for a specific meeting date and urgency of request; or
- (c) subject matter.

12.3 The written submission will indicate the following information:

- (a) complete name of the presenter(s) and contact information (ie. mailing address, e-mail, telephone/fax number) and organization they are representing (if applicable);
- (b) nature and purpose of the delegation and the material to be covered/presented; and
- (c) any PowerPoint presentation or other material to be used or presented at the meeting.

12.4 Presentations will be directed to the Chair and will be limited to fifteen (15) minutes. Council may extend the time limits as necessary.

12.5 Information presented by the delegation will be restricted to the topic noted in the written submission and recorded on the meeting agenda.

12.6 Subsequent deputations from the same individual/group concerning a topic on which they have previously presented or spoken will not be permitted unless there is significant new information to be brought forward.

12.7 Delegations will not be heard regarding matters involving current or pending litigation, insurance claims, matters beyond the jurisdiction of Council, or Municipal Freedom of Information and Protection of Privacy issues.

12.8 Delegations will not be permitted to speak regarding topics that will be the subject of an upcoming public meeting pursuant to the *Municipal Government Act*, unless exceptional circumstances apply which have been reviewed and approved by Council. Persons wishing to speak about such matters are requested to present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions.

13.0 **ORDER OF BUSINESS AT MEETINGS**

- 13.1 The normal order of business for the regular meeting of Council shall be as follows:
- (a) Call to Order,
 - (b) Public Hearing (If Required),
 - (c) Agenda - Amendments and Adoption,
 - (d) Adoption of Previous Minutes,
 - (e) Delegations
 - (f) Bylaws,
 - (g) Old Business,
 - (h) New Business,
 - (i) Administration,
 - (k) MAP
 - (l) Council Committee Reports (Second meeting of each month)
 - (m) Correspondence
 - (n) Closed Meeting (If Required),
 - (o) Adjournment
- 13.2 When a change in the order of business is desired, Council may do so by resolution but shall not delete any portion of the business that has been set out in the Council Agenda without the approval of the majority of Council.

14.0 **QUORUM**

- 14.1 When a quorum is present at the time set for commencement of a Council meeting, the Presiding Officer shall call the meeting to order.
- 14.2 If there is a quorum present at the time set for commencement of a meeting, but the Mayor, and Deputy Mayor are absent, the CAO shall call the meeting to order and shall call for a Presiding Officer to be chosen by resolution.
- 14.3 If a quorum is not constituted within fifteen minutes from the time set for commencement of a Council meeting, the CAO shall record the names of all the Members present and adjourn the meeting.
- 14.4 If a Council meeting is adjourned for:
- (a) failure to constitute a quorum, or
 - (b) due to loss of quorum as a result of a Member leaving the meeting; the Agenda delivered for that Council meeting shall be considered at the next Regular Meeting of Council unless a Special Meeting is conducted to complete such business.
- 14.5 Pursuant to the *Municipal Government Act*, Councillors are to attend and participate in Council meetings, Council Committee meetings, and any other workshop or meeting determined by Council.
- 14.6 If a Councillor is unable to attend a Council meeting, Council Committee meetings, and any other workshop or meeting determined by Council, notice of the absence shall be given to the CAO prior to the meeting commencing.



15.0 **ADJOURNMENT**

- 15.1 A Council meeting shall adjourn no later than 11:00 p.m., unless a two-thirds majority of Members present agree to an extension of the meeting beyond 11:00 p.m. by resolution.
- 15.2 A Member may move a motion to adjourn a Meeting at any time, except when:
- (a) another Member has the floor,
 - (b) a call for a vote has been made,
 - (c) the Members are voting, or
 - (d) a previous motion to adjourn has been defeated and no other intervening proceedings have taken place.
- 15.3 A motion to adjourn shall be put without comment or debate.

16.0 **CANCELLATION OF MEETINGS**

- 16.1 Council meetings may be cancelled:
- (a) by a majority of Council at a previous meeting, or
 - (b) with the written consent of a majority, provided twenty-four (24) hours' notice is provided to Council and the public; or
 - (c) with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public.
- 16.2 Special Council meetings may be cancelled:
- (a) by the Mayor if twenty-four (24) hours written notice is provided to Council and the public
 - (b) by the Mayor with the written notice or oral consent of two thirds 2/3 of Council if 24 hours' notice is not provided to the public

17.0 **MINUTES OF COUNCIL**

- 17.1 The chief administrative officer shall ensure that:
- 17.1.1 minutes of each council meeting:
- (a) are recorded in the English language without note or comment,
 - (b) include the names of the Councillors present at the council meeting,
 - (c) are given to council for adoption at a subsequent council meeting, and
 - (d) are recorded in the manner and to the extent required under section 230(6) of the *Municipal Government Act* when a public hearing is held.
- 17.2 The Presiding Officer shall present the Minutes to Council with a request for a motion to confirm the Minutes.
- 17.3 Any Member may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.
- 17.4 Minor changes may be made to the Minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

- 17.5 No Member may introduce any extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the CAO.
- 17.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the Minutes.

18.0 CONTROLS AND CONDUCT OF COUNCIL MEETINGS

- 18.1 Council shall hold its meetings openly and no person shall be excluded, except as prescribed in the *Act*.
- 18.2 Except as specifically provided elsewhere in this Bylaw, every substantive motion shall be debatable by Council.
- 18.3 A motion may be withdrawn at any time before voting, subject to there being no objection from any members of Council.
- 18.4 When a motion has been made and is being considered, no Member may make any other motion except to:
- (a) amend the motion,
 - (b) refer the main motion to some other group for consideration,
 - (c) postpone the main motion to a specified meeting date, or
 - (d) recess the Meeting.
- 18.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a Member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion, and the motion is changed at the same meeting.
- 18.6 The following motions shall not be debatable by Council:
- (a) Adjournment
 - (b) Request for recess
 - (c) Point of Order
 - (d) Referral Motion
 - (e) Table the Matter to Another Meeting
- 18.7 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- 18.8 A motion shall be worded in a concise, unambiguous and complete form appropriate to its purpose.
- 18.9 Members of the public gallery during a Council meeting:
- (a) shall not address Council unless included on the agenda as a delegation, unless authorized by the Chair,
 - (b) shall maintain order and quiet, and
 - (c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.



- 18.10 The Presiding Officer may, in accordance with the *Act*, expel and exclude any person who creates a disturbance or acts improperly at which point the Council meeting shall be recessed. The meeting shall be reconvened at the discretion of the chair.
- 18.11 When a Member wishes to speak at a Council meeting, they shall obtain the approval of the Presiding Officer before doing so.
- 18.12 When a Member is addressing the Presiding Officer every other Member shall:
- (a) remain quiet and seated,
 - (b) not interrupt the speaker except on a Point of Order, and
 - (c) not carry on a private conversation.
- 18.13 When a Member is addressing Council the Member shall:
- (a) not speak disrespectfully of other Members,
 - (b) not shout, raise his/her voice or use offensive language, and
 - (c) not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion.
- 18.14 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress, they shall notify the Chair, and shall rise, and the time of leaving and returning shall be recorded in the minutes.
- 18.15 No member shall, subject to the *Act*, leave the Council Chamber after a question is put to a vote until the vote is taken.
- 18.16 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put immediately without debate.
- 18.17 The Presiding Officer shall accept the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.

19.0 POINT OF INFORMATION, ORDER, AND PROCEDURE

- 19.1 When any Point of Order, Point of Information or Point of Procedure arises, it shall be immediately taken into consideration by the Presiding Officer.
- 19.2 When a Point of Information is raised, the Presiding Officer shall answer the question or direct the question to the CAO or the Council.
- 19.3 When the Presiding Officer is called upon to decide a Point of Order or to answer a Point of Procedure, the point shall be stated without unnecessary comment, and the Presiding Officer shall state the rule or authority applicable in the case.
- 19.4 When the Presiding Officer is of the opinion that any motion is contrary to the rules of Council, they shall advise the Members immediately and quote the rule or authority applicable and no argument or comment shall be permitted.

20.0 DEBATE ON MOTIONS

- 20.1 Prior to requesting that a motion be made, the Presiding Officer shall have an opportunity to ask a question, or questions, to clarify any item being presented to Council.



- 20.2 The Presiding Officer shall ask the mover of the motion to speak first.
- 20.3 The Presiding Officer shall ask for those in favor of the motion to speak.
- 20.4 The Presiding Officer shall ask for those opposed to the motion to speak.
- 20.5 The Presiding Officer shall have opportunity to speak to the motion once all members have had opportunity to speak.
- 20.6 When the Presiding Officer has closed debate, the Presiding Officer shall declare the motion and ask for a vote.
- 20.7 When the motion has been declared, no Member shall debate further on the motion or speak, except to request that the motion be read aloud.

21.0 **POSTPONING AND REFERRING MOTIONS**

- 21.1 A motion to postpone any matter shall include in the motion:
 - (a) a specific time to which the matter is postponed, or
 - (b) provision that the matter is to be postponed indefinitely.
- 21.2 A motion to postpone a matter is amendable and debatable.
- 21.3 Any matter that has been postponed to a particular date, or indefinitely, shall not be considered by Council before the date set, except on a majority vote of the Members present.
- 21.4 When dealing with subject matters where a Committee has been appointed for that purpose, or the CAO would normally deal with such matters, Council may, without amendment or debate, refer the question to the appropriate body.
- 21.5 A Member who is moving a referral motion shall be required to include in the motion:
 - (a) the terms on which the motion is being referred,
 - (b) the time when the matter is to be returned, and
 - (c) whatever explanation is necessary as to the purpose of the motion.

22.0 **VOTING ON MOTIONS**

- 22.1 When this Bylaw requires that a motion be made, a Bylaw be passed, or any other action be taken by a vote of a simple majority of Council the requirements shall be interpreted as meaning such majority, fraction or total of the Members who are present, provided the *Act*, or some other relevant statute does not specify differently.
- 22.2 A motion shall be declared lost when it:
 - (a) does not receive the required number of votes; or
 - (b) receives an equal division of votes,
- 22.3 Each Member present shall vote on every motion as prescribed by the *Act*, unless the *Act* or other provincial or federal enactment requires or permits the Member to abstain, in which case the Member shall cite the legislative authority for abstaining, and the CAO shall record the abstention and reasons in the minutes.
- 22.4 The CAO shall record the names of those who vote against a motion in the Minutes.



- 22.5 A Member shall not vote on a matter if they are absent from the Council Chambers when the vote is called.
- 22.6 No Member shall change his or her vote on a motion without the unanimous consent of the other Members present.
- 22.7 When this Bylaw or any other Bylaws, regulations or other enactments require a majority greater than a simple majority to pass a motion on any matter, the motion may not be rescinded or amended by less than the majority required.
- 22.8 It is only necessary for each Member to vote separately on a recorded vote. In every other case, the decision of Council may be expressed by a show of hands.

23.0 **NOTICE OF MOTION TO RECONSIDER, ALTER, OR RESCIND A MOTION**

- 23.1 A member wishing to reconsider, alter or rescind a motion already passed, or an action taken at a previous meeting that does not appear on the agenda, shall bring the matter forward by notice of motion. The Notice of Motion shall:
 - (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed to be taken on the matter.
- 23.3 Notwithstanding the other provisions of this section, no motion made, or action taken may be reconsidered unless:
 - (a) it is a motion made or an action taken at a meeting held six months or more before its reconsideration; or
 - (b) approval for reconsideration of a motion made or an action taken less than six (6) months earlier is given by two thirds (2/3) vote of Council prior to reconsideration;
- 23.4 A Member of the prevailing side may move to reconsider a matter considered at the same meeting if a majority of the Members vote for reconsideration.
- 23.5 Where Council has passed a motion which creates a contractual liability or obligation, Council shall not reconsider, alter, vary, revoke, rescind or replace the motion except to the extent that it does not attempt to avoid or interfere with the original liability or obligation.
- 23.6 All votes on motions to reconsider or rescind shall be recorded.

24.0 **BYLAWS**

- 24.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.
- 24.2 The CAO shall copy the Bylaw in full and forward it with the Agenda.
- 24.3 Every Bylaw shall have three distinct and separate readings. Only the title and identifying number must be read at each reading.

- 24.4 A Bylaw shall be introduced for first reading by a motion that the Bylaw be read a first time.
- 24.5 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.
- 24.6 A Bylaw shall be introduced for second reading by a motion that it be read a second time.
- 24.7 After a Member has made a motion for second reading of a Bylaw, Council may:
- (a) debate the substance of the Bylaw, and
 - (b) propose and consider amendments to the Bylaw.
- 24.8 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to Council for third reading.
- 24.9 When Council unanimously agrees that a Bylaw may be presented for third reading:
- (a) a motion for third reading of the Bylaw shall be made,
 - (b) Council shall vote on the motion without amendment or debate,
 - (c) the third reading requires no greater majority of affirmative votes than if it had received third reading at a subsequent Meeting.
- 24.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favor, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.
- 24.11 In conformance with the Act:
- (a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded, and
 - (b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

25.0 URGENT BUSINESS

- 25.1 A motion to bring a matter before Council as urgent business is business which meets the following criteria:
- (a) the matter proposed for discussion must relate to a genuine emergency, and call for immediate and urgent consideration,
 - (b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting, and
 - (c) the matter shall not be one which should be dealt with by giving written notice,

26.0 RECESS

- 26.1 Any Councillor may move that Council recess for a specific period.
- 26.2 A motion to recess must not be used to interrupt a speaker.
- 26.3 After the recess, business will be resumed at the point when it was interrupted.



27.0 **ATTENDANCE OF MEETINGS THROUGH ELECTRONIC OR OTHER COMMUNICATION FACILITIES**

27.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee may be conducted by means of electronic or other communication facilities if:

- (a) Notice is given to the public of the meeting, including the way in which it is to be conducted;
- (b) The facilities enable the public to watch and/or listen to the meeting at the place specified in the notice and the CAO is in attendance at that place; and
- (c) The facilities enable all the meeting's participants to watch and/or hear each other.

This Bylaw shall come into full force and effect upon approval by resolution of Council.

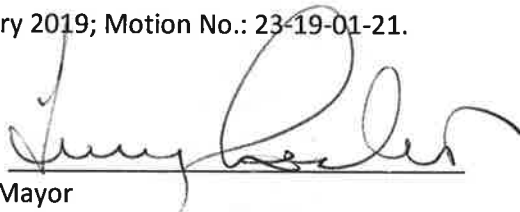
Bylaw No 14.17 and amendments thereto are hereby repealed.

Read for a first time on this 21st day of January 2019; Motion No.: 20-19-21;

Read for the second time on this 21st day of January 2019; Motion No.: 21-19-21;

Received Unanimous Consent to proceed to a third Reading this 21st day of January 2019;
Motion No.: 22-19-01-21;

Read for the third and final time on this 21st day of January 2019; Motion No.: 23-19-01-21.



Mayor



Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE	October 21, 2019
SUBJECT	Bylaw 2017-15 Council Code of Conduct
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	4

BACKGROUND/PROPOSAL:

The Council Code of Conduct Bylaw 2017-15 is being brought to Council in accordance with section 1.0 Guiding Principles of the Bylaw which state:

- 1.1** Council should review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.
- 1.2** Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This Bylaw is currently under review and will be coming back with amendments in the New Year.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

- 1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council accept the review of Council Code of Conduct Bylaw 2017-15 as information.

MOTION:

That the Town of Sundre Council accept the review of Council Code of Conduct Bylaw 2017-15 as information.

Date Reviewed: October 16, 2019

CAO:

Amida Naba

TOWN OF SUNDRE

BYLAW NO. 15.17

BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

WHEREAS Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

WHEREAS the *Code of Conduct for Officials Regulation, AR* provides that a Code of Conduct must contain certain provisions;

WHEREAS the Town of Sundre Council recognizes that the constituents of the Town of Sundre elected Members of Council for the purpose of providing effective leadership for the Town of Sundre and its residents;

WHEREAS each individual Councillor of the Town of Sundre Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Sundre maintain appropriate conduct when carrying out their roles as Councillors;

WHEREAS this Code of Conduct must be reviewed every four years from date of passing; and

WHEREAS the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

SHORT TITLE: This Bylaw shall be called the "Council Code of Conduct".

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

1.0 GUIDING PRINCIPLES

- 1.1 Council should review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.
- 1.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

2.0 MUNICIPAL PURPOSES

- 2.1 The purposes of the Municipality of Sundre are to:
 - a) to provide good government;
 - b) to foster the well-being of the environment;
 - c) to provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality, and
 - d) to develop and maintain safe and viable communities and
 - e) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

3.0 DEFINITIONS

- 3.1 "Chief Administrative Officer" has the meaning prescribed under the Municipal Government Act, and may be referred to as the "CAO".

- 3.2 "Conflict of Interest"** means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.

A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Sundre employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

- 3.3 "Complained of Councillor"** means the councillor against whom a complaint has been made under this code of conduct.
- 3.4 "Councillor(s)"** has the meaning described under the *Municipal Government Act*, including an individual elected member of the Town of Sundre Council and the chief elected official (Mayor).
- 3.5 "Council"** means the Town of Sundre Council.
- 3.6 "In Camera"** means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.
- 3.7 "Committee of the Whole"** refers collectively to those Members of Council present when Council moves to sit as a Committee;
- 3.7 "MGA"** means the *Municipal Government Act*.
- 3.8 "Pecuniary Interest"** means those occurrences as prescribed in the *Municipal Government Act, R.S.A. 2000 Chapter M-26*.
- 3.9** The **"Town"** means the municipality of Sundre.

4.0 CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Sundre Councillors each agree and commit to the following rules of conduct:

- 4.1** To act honestly and in good faith at all times,
- 4.2** To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council,
- 4.3** To respect all opinions of other Councillors,
- 4.4** To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee,

- 4.5 To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express authorization by Council to represent Council's position on an issue,
- 4.6 To strictly follow the Pecuniary Interest requirements provisions of the *MGA R.S.A. 2000 Chapter M-26*,
- 4.7 To avoid occurrences which may result in a Conflict of Interest,
- 4.8 To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit,
- 4.9 To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor,
- 4.10 To incur expenses in a responsible and reasonable manner,
- 4.11 To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials,
- 4.12 To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town,
- 4.13 To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith,
- 4.14 To obtain information about the operation or administration of the Town from the CAO,
- 4.15 To participate generally in developing and evaluating the policies and programs of the Town,
- 4.16 To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting,
- 4.17 To demonstrate fairness, accountability and open mindedness on all matters,
- 4.18 To refrain from improper use of their position as a Councillor to:
 - 4.18.1 gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,
 - 4.18.2 cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or
 - 4.18.3 seek personal benefit or gain from any information obtained through their position as a Councillor.

- 4.19** A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2)*),
- 4.20** To perform any other duty or function imposed on councillors by this or any other enactment or by the council,
- 4.21** To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities,
- 4.22** To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council,
- 4.23** Councillors shall dress in a manner that upholds the dignity and decorum of the Municipal Office during all council meetings.
- 4.24** To adhere to all Town bylaws, policies, and procedures,
- 4.25** Adhere to the code of conduct.

5.0 CODE OF CONDUCT IN PRACTICE

5.1 Council Decisions

- 5.1.1** Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council,
- 5.1.2** All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues,
- 5.1.3** Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision,
- 5.1.4** While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council,

5.2 Councillor Expenditures

- 5.2.1** When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good,
- 5.2.2** Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources,
- 5.2.3** Councillors shall be open and accountable with respect to all expenditures,
- 5.2.4** Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.

5.3 Dealings with Town administration, staff and members of the public

5.3.1 Councillors shall respect the professional opinion of Town administration and staff,

5.3.2 Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors must refrain from behaviour which may be perceived to be bullying of staff,

5.3.3 All requests for information shall be directed through the CAO,

5.3.4 Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), and must not discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

5.3.5 Councillors will treat all people with professionalism, courtesy and respect.,

5.3.6 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

5.3.6.1 differences in personal opinions, or

5.3.6.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

5.3.7 It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

5.4 Pecuniary Interest

5.4.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

5.4.2 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

5.4.3 If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

5.4.3.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee,

5.4.3.2 Refraining from discussing the matter with Council,

5.4.3.3 Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, *MGA*, section 172(1)(d),

5.4.3.4 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

5.4.4 Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

5.4.4.1 Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter,

5.4.4.2 Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

5.5 Conflict of Interest

5.5.1 Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under \$50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B",

5.5.2 While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over \$50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity,

5.5.3 This bylaw does not apply to gifts donated to the Town, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Sundre or decision by Council,

5.5.4 Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town,

5.5.5 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make,

5.5.6 A councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before council.

5.5.7 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.

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5.6 Use and Disclosure of Information

5.6.1 Councillors must not use information gained through their position on Council for any private or personal benefit or gain,

5.6.2 Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information,

5.6.3 Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity,

5.6.4 Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so,

5.6.5 Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Sundre administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT

6.1 If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

6.1.1 Letter of reprimand addressed to the councillor,

6.1.2 A request to the councillor to issue a letter of apology,

6.1.3 Publication of the letter of reprimand or request for apology and the councillor's response,

6.1.4 Require the councillor to attend training,

6.1.5 Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*,

6.1.6 Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*,

6.1.7 Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*,

6.1.8 Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members,

6.1.9 Reduction or suspension of remuneration as defined in section 275.1 of the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

7.0 COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT

7.1 Any elector of the Town of Sundre may make a complaint alleging a breach of the code of conduct. Complaints regarding a Councillor's conduct be submitted in writing to Council through the CAO, using the form attached as Schedule "C",

7.2 Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this bylaw. All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an In-Camera meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*,

7.3 The Complained of Councillor shall be given opportunity to address Council at the meeting referred to in section 7.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The Complained of Councillor shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the Complained of Councillor have legal counsel, then the Town shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before an In-camera Committee of the Whole meeting to be sanctioned,

7.4 The Sanction shall be ratified by Resolution at a Regular Meeting of Council,

7.5 All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct,

7.6 Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

8.0 SEVERABILITY

8.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other than the part so declared to be invalid.

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TOWN OF SUNDRE

BYLAW NO. 15.17

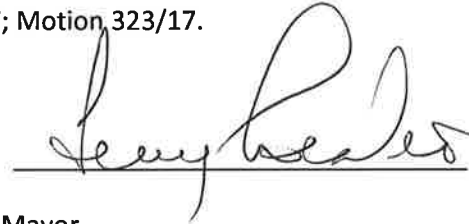
BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

Read for a first time on this 10TH day of October 2017; Motion 320/17

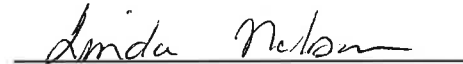
Read for the second time on this 10th day of October 2017; Motion 321/17

Received Unanimous Consent for third Reading this 10th day of October 2017; Motion 322/17

Read for the third time on this 10th day of October 2017; Motion 323/17.



Mayor



Chief Administrative Officer

SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of By-law 15.17, being the Mayor and Councillor's "Code of Conduct By-law".

PRINTED NAME

Signature of Member of Council

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the By-law were provided to the member. One signed copy of the By-law was returned to the CAO and the duplicate copy was retained by the member of Council.

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Schedule "A"

Disclosure of Pecuniary Interest Form

Name of Councillor: _____

Date of Council/Committee Meeting: _____

Agenda Item No.: _____

Agenda Item Description: _____

Describe general nature of Pecuniary Interest:

Dated this ____ **day of** _____, **20**__.

Signature of Councillor: _____

Schedule "B"

GIFTS & GRATUITIES REGISTER

DATE: _____

GIFT GIVEN TO: _____

GIFT FROM: _____

GIFT: _____

VALUE: _____

DISPOSITION: _____

COMMENTS: _____

Signature

Mayor/Chief Administrative Officer

TOWN OF SUNDRE

Council and Committee Member Code of Conduct Complaint Protocol

Formal Complaint Form / Affidavit

I, _____ (please print) of the Town of Sundre, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: _____; Mailing Address: _____

of the City/Town of _____, in the Province of _____, Postal Code _____

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for..., I attended a meeting at which..., etc.) I have reasonable and probable grounds to believe that _____ (name of member) has contravened section(s) _____ of the Council Code of Conduct for the Town of Sundre. The particulars of which are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached Schedule "A" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.)

☐ Please see the attached Schedule "C"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Sundre and for no other purpose.

SWORN BEFORE ME at the City/Town of _____,)

in the Province of Alberta,)

this _____ day of _____, 20____)

)

)

NAME

)

A Commissioner for Oath in and for the Province of Alberta)

Note: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

SCHEDULE "C"

Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

(The page contains faint horizontal lines and a vertical margin line, suggesting it was part of a lined notebook or document.)

SWORN BEFORE ME at the City/Town of _____,)

in the Province of Alberta,)

this _____ day of _____, 20____)

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NAME

A Commissioner for Oath in and

for the Province of Alberta

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REQUEST FOR DECISION

COUNCIL DATE October 21, 2019
SUBJECT Deputy Mayor Appointment
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 5

BACKGROUND/PROPOSAL:

Councillor Richard Warnock is currently the Deputy Mayor.

At the 2018 Organizational Meeting the following resolution was made with regards to the Deputy Mayor schedule:

Res. No. 429-18-10-22

MOVED by Councillor Warnock that the Town of Sundre Council appoints Councillors Isaac, Warnock, Funke, Dalke, Preston and Wolfe to each serve a six month Term as Deputy Mayor, effective immediately, with the rotation schedule to be re-evaluated at the 2019 Organizational Meeting.

Voted For: Mayor Leslie, Councillors: Warnock, Wolfe, Preston, Dalke

Voted Against: Councillor Funke

CARRIED

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

As per the above, Council voted to re-evaluate the Deputy Mayor rotation schedule.

Below is the Deputy Mayor Schedule until the next Municipal Election in 2021:

Councillor Funke	Oct 2019 – April 2020
Councillor Dalke	April 2020 – October 2020
Councillor Preston	October 2020 – April 2021
Councillor Wolfe	April 2021 – October 2021

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council uphold Resolution 429-18-10-22 regarding the Deputy Mayor Schedule.

MOTION:

The Town of Sundre Council appoint the Deputy Mayor Schedule on a six (6) month rotation as follows:

Councillor Funke	Oct 2019 – April 2020
Councillor Dalke	April 2020 – October 2020
Councillor Preston	October 2020 – April 2021
Councillor Wolfe	April 2021 – October 2021



REQUEST FOR DECISION

COUNCIL DATE October 21, 2019
SUBJECT Schedule of Council Meetings
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 6

BACKGROUND/PROPOSAL:

It has been the current practice that Council to review the Council Meeting dates for December in case there are any changes required. No recommendations for changes are forthcoming from Administration.

December						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Please find attached the 2020 Meeting Calendar for review and approval.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the 2020 Meeting Calendar as presented.

MOTION:

That the Town of Sundre Council approve the 2020 Council Meeting Calendar as presented.

ATTACHMENTS:

2020 Council Meeting Calendar

Date Reviewed: October 16, 2019

CAO: 

Town of Sundre Meeting Calendar 2020

January						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

March						
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29	30	31				

April						
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26	27	28	29	30		

May						
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24	25	26	27	28	29	30
31						

June						
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28	29	30				

July						
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August						
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23	24	25	26	27	28	29
30	31					

September						
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27	28	29	30			

October						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
S	M	T	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Regular Council Meeting
Holidays
Council Hiatus
AUMA Convention
Holidays
New Year's Day - Jan 1
Family Day - Feb 17
Good Friday - April 10
Easter Monday - Apr 13
Victoria Day - May 18
Canada Day - July 1
Council Hiatus - July 2 - Aug 31
Heritage Day - Aug 3
Labour Day - Sept 7
Thanksgiving - Oct 12
Remembrance Day - Nov 11
Council Hiatus - Dec 22 - Jan 2
Christmas Day - Dec 25
Boxing Day - Dec 26
AUMA Sept. 23-25 Calgary



REQUEST FOR DECISION

COUNCIL DATE: October 21, 2019 Organizational Meeting

SUBJECT: Clarification on Committee/Board/Commission Appointments

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 7.1

BACKGROUND/PROPOSAL:

Council has requested clarification on the numerous types of Committees, Boards and Commissions that Councillors are appointed to annually.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached Report

ALIGNMENT WITH STRATEGIC PLAN

Council participation on Committees, Boards and Commissions aligns with the following Strategic Plan Priorities:

- 1.1 Improve communication and transparency with our stakeholders.
- 3.3 Continue to work with and value community groups.
- 6.1 Build upon and improve our relationships with our regional partners.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that the Town of Sundre Council accept the CAO report on categories of Committees, Boards, and Commissions as information.

MOTION:

That the Town of Sundre Council accept the CAO report on categories of Committees, Boards, and Commissions as information.

Date Reviewed: <u>October 16, 2019</u> CAO: <u>Aminda Nehru</u>



REPORT TO COUNCIL

COUNCIL DATE **OCTOBER 21, 2019**

SUBJECT: **CLARIFICATION ON COMMITTEE/BOARD/COMMISSION APPOINTMENTS**

REPORT WRITER: **CHIEF ADMINISTRATIVE OFFICER**

BACKGROUND/PROPOSAL:

Council has requested clarification on the numerous types of Committees, Boards and Commissions that Councillors are appointed to annually.

DISCUSSION:

Staff have categorized the committee listing into three categories for clarity. Each category has distinct requirements, which should be taken into consideration when deciding on Council participation. Administration has removed the following from the list of committees as participation falls under the role of Mayor:

- Municipal Area Partnership (MAP)
- Central Alberta Mayors Meeting
- RCMP Liaison

Committees of Council

Committees of Council are committees created by the municipality, and the committee must be established by Bylaw. The Bylaw sets out the terms of reference, which must describe at the very least the purpose of the committee, composition of the committee, duties and powers of the committee, roles and responsibilities, term, and frequency of meetings. Council may delegate some of its powers to its committees. Any powers delegated must be outlined in the bylaw establishing the committee. Many council responsibilities, such as passing bylaws or adopting the budget, cannot be delegated. A Committee of Council may be required by legislation, (such as the emergency management committee). The committee may or may not have representation by Council. Terms are for one year, and Council appointments should be on an annual rotational basis to give each Councillor an opportunity to participate. The municipality is required to advertise the committee meeting dates/times, provide administrative support and record and keep minutes for the committee. The committee is bound by the Council Procedural Bylaw, and the Council Code of Conduct and Ethics Bylaw. These committees do not require alternate members.

Current Committees of Council are:

- Bylaw & Policy Review Committee
- Grant Review Committee
- Sundre Emergency Management Committee
- Vision for Sundre Committee

Boards, Commissions, or Partnerships with other Agencies/Municipalities

Boards or Commissions where municipalities are involved are independent bodies, consisting of members where some or all may be appointed by Municipal Councils.

A Board or Commission is established through legislation that specifically addresses how the leadership structure is to be organized. The majority of appointments are open to the general public, but it should be noted that the enabling legislation sometimes requires certain positions to be filled by public servants or representatives of a particular professional body. Members are appointed for a term coinciding with that of the appointing Councils, except unless otherwise dictated by legislation or there is a desire or requirement for staggered terms. Commissions or boards may request the same Councillor appointment for consistency, or where a transition may be complicated.

In the context of the Town of Sundre, Other Agencies are identified as independent bodies consisting of members where some or all are appointed by the Council, where the Municipality may contribute substantial financial contributions to the organization. Typically, this requires all parties to enter into a formal agreement.

This category also includes Committees where the Town is in a partnership arrangement with another municipality, where its members are appointed by Council, and may include Councillors and/or staff, or the public at large. These committees may or may not require alternate members.

Current Boards, Commissions, or Partnerships with other Agencies/Municipalities are:

- Sundre Emergency Management Agency (No Council Representation)
- FCSS (Greenwood Neighborhood Place)
- Municipal Library Board
- Assessment Review Boards (No Council Representation)
- Intermunicipal Subdivision & Development Review Board (No Council Representation)
- Intermunicipal Collaboration Committee
- Mountain View Seniors Housing
- Mountain View Regional Waste Commission
- Intermunicipal Planning Commission

Organizations Requesting Council Participation

Independent agencies or organizations may request Council participation/representation on their committees or boards. Representation on these committees is not mandatory, nor is there a legislated requirement for Council to represent the municipality. Council does not have authority over the terms of reference, mandate, roles and responsibilities, etc. Council representation on these committee is usually at the request of the agency/organization. Committee appointments are at Council's discretion, and should be reviewed for participation at the organizational meeting annually. Council representation on these committees or boards is essential if the municipality contributes substantial financial support to the organization. Alternate member appointments are at Council's discretion.

Current Organizations Requesting Council Participation are:

- Sundre & District Aquatic Society (Financial contribution is substantial)
- Central Alberta Economic Partnership
- Citizens on Patrol
- Sundre Search & Rescue
- Hospital Futures
- Sundre Health Professionals Attraction & Retention
- Red Deer River Municipal Users Group
- Red Deer River Watershed Alliance
- Sundre & District Chamber of Commerce
- Sundre & District Historic Society
- Sundre Forest Products/West Fraser
- Sundre School Liaison
- Sundre Petroleum Operators Group
- Sundre Coordinated Community Response

ALIGNMENT WITH STRATEGIC PLAN

Council participation on Committees, Boards and Commissions aligns with the following Strategic Plan Priorities:

- 1.1 Improve communication and transparency with our stakeholders.
- 3.3 Continue to work with and value community groups.
- 6.1 Build upon and improve our relationships with our regional partners.

MOTION:

That Council accept the CAO report on Committees/Board/Commissions as information.

Linda Nelson, CLGM, CTAJ, EMR
Chief Administrative Officer

Date Reviewed: <u>October 16, 2019</u> CAO: <u>Linda Nelson</u>



REQUEST FOR DECISION

COUNCIL DATE	October 21, 2019
SUBJECT	Council Committee Appointments
ORIGINATING DEPARTMENT	Legislative Services
AGENDA ITEM	7.2

BACKGROUND/PROPOSAL:

Council members are appointed to Committees, Boards and Commissions annually at the Organizational meeting in October.

Committees, Boards and Commissions have been separate into 3 categories as noted in the report preceding this item.

The first category is the Committees of Council. It is important for Council to rotate appointments on these committees as they are created by Council and each Councillor should have the opportunities to participate. Committees of Council are: Bylaw & Policy Review, Grant Review, Emergency Management and Vision for Sundre Committee.

The second category is Boards, Commissions or Partnerships with other Agencies.

Due to the complexity of the organization, Boards and Commissions such as Mountain View Seniors' Housing and Mountain View Regional Waste Management Commission consider it important to have continuity and the appointment be for the entire term; however, this is at the discretion of Council.

The final category is Organizations requesting Council Participation. Participation on these is at the discretion of Council. We have had a request from the Sundre Coordinated Community Response to have the same member(s) appointment for the next term.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Please see previous report item 7.1.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ADMINISTRATION RECOMMENDATIONS:

That Council appoint Council members to Committees, Boards and Commission for 2019-2020.

MOTION:

That the Town of Sundre Council appoint the Council members as identified on the 2019-2020 Appointment Listing for a one-year term.

ATTACHMENTS:

2018-2019 Appointment List

2019-2020 Blank Appointment List

Meeting Feedback List of Schedule

Date Reviewed: October 16, 2019

CAO: Amide Nelson

2018 – 2019 Appointments of Committees

Name of Committee / Board	Members
Alberta Seniors' Housing Committee Association (NEW)	Warnock
Central Alberta Economic Partnership (CAEP)	Dalke
Central Alberta Mayor's Meetings	Leslie, Isaac alternate
Citizens on Patrol	Funke
Council Policies and Bylaw Review Committee	Funke, Preston, Wolfe, CAO, Cynthia (recording secretary)
Council Grant Review Committee	Warnock, Funke, Dalke
Downtown Area Revitalization Committee (DARC)	Wolfe
Greenwood Neighbourhood Place / FCSS	Dalke, Wolfe alternate
Hospital Futures Committee	Leslie, Warnock, Wolfe alternate
ICF / IDP Committee and Fire Advisory	Leslie, Funke, Warnock, Betty Ann (recording secretary)
Intermunicipal Planning Commission	Leslie, Wolfe, CAO,
Mountain View Regional Waste Management Commission (MVRWMC)	Leslie, Preston alternate
Mountain View Senior's Housing (MVSH)	Warnock, Funke alternate
Municipal Area Partnership (MAP)	Leslie, CAO
Municipal Library Board	Dalke, Warnock alternate
RCMP Liaison	Leslie, CAO
Red Deer River Municipal Users Group (RDRMUG)	Leslie, Warnock alternate
Red Deer River Watershed Alliance (RDRWA)	Funke, Warnock alternate
Rural Physician's Action Plan	
Sundre and District Aquatic Society	Preston, Funke alternate
Sundre and District Chamber of Commerce	Wolfe, Warnock alternate
Sundre and District Historical Society	Wolfe, Funke alternate
Sundre Coordinated Community Response (SCCR)	Preston, Warnock alternate
Sundre Forest Products/West Fraser	Isaac, Dalke alternate
Sundre Health Professional Attraction & Retention Committee	Isaac, Preston alternate
Sundre Schools Liaison	Funke, Dalke alternate
Sundre Municipal Emergency Management	Preston, Funke alternate, CAO, Betty Ann (recording secretary)
Sundre Petroleum Operators Group (SPOG)	Preston, Funke alternate
Sundre Search and Rescue	Warnock
Sustainability / Vision for Sundre	Dalke, Funke, Wolfe, CAO

2019-2020 Council Appointments

Committees of Council	Member
Bylaw & Policy Review Committee	CAO
Grant Review Committee	CAO
Sundre Emergency Management	CAO
Vision for Sundre	CAO

2019-2020 Boards/Commissions or Partnerships with other Agencies/Municipalities

Boards/Commissions/Partnerships	Member & Alternate
FCSS (Greenwood Neighbourhood Place)	
Intermunicipal Collaborative Committee (ICC)	CAO
Intermunicipal Planning Commission	
Intermunicipal Subdivision & Development Review Board	(No Council Representation)
Mountain View Regional Waste Management Comm.	
Mountain View Seniors' Housing	
Regional Assessment Review Board	(No Council Representation)
Sundre Emergency Management Agency	(No Council Representation) CAO
Sundre Municipal Library Board	

2019-2020 Organizations Requesting Council Participation

Organizations	Member & Alternate
Central Alberta Economic Partnership (CAEP)	
Citizens on Patrol	
Red Deer River Municipal Users Group	
Red Deer River Watershed Alliance	
Sundre & District Aquatic Society	
Sundre & District Chamber of Commerce	
Sundre & District Historical Society	
Sundre Coordinated Community Response (SCCR)	
Sundre Forest Products/West Fraser	
Sundre Health Professional Attraction & Retention	
Sundre Hospital (Futures & Attraction / Retention)	
Sundre School Liaison	
Sundre Petroleum Operations Group (SPOG)	
Sundre Search and Rescue	

COMMITTEE OF COUNCIL

Committee Name	No. of Reps	Frequency	Location	Time / Length	Commitment - Monthly	Comments
Bylaw & Policy Review Committee	3 & CAO	As required	Town Office	Day Time	1-3 hours	Committee of Council
Grant Review Committee	3 & CAO	As required	Town Office	Day Time	1-3 hours	Committee of Council
Sundre Emergency Management	1	As required		Day Time	fluctuates	Committee of Council
Vision for Sundre	1	As required	Council Chambers	Day Time on Tuesdays	1 hour	Committee of Council

BOARDS / COMMISSIONS or PARTNERSHIPS with OTHER AGENCIES / MUNICIPALITIES

Committee Name	No. of Reps	Frequency	Location	Time / Length	Commitment - Monthly	Comments
FCSS (Greenwood Neighbourhood Place)	1(may have 1 alternate)	Monthly	Community Centre	Evening	2-3 hours	
ICF/IDP (Fire Advisory is now part of the ICC)	3	As required every month - 6 weeks	Sundre Council Chambers	Day Time		Further day time commitments necessary for meeting prep.
Intermunicipal Planning Commission	2 (may have 1 alternate)	Not met		Day Time		Day time meetings will be required.
Mountain View Regional Waste Management Commission (MVRWMC)	1 (may have 1 alternate)	Monthly	Olds or MVC Office	Day Time 1-3 meetings		Commission considering quarterly meetings
Mountain View Seniors' Housing	1 (may have 1 alternate)	5 meetings/year		Thursday Evenings 6:30 - 9:00 p.m.		Additionally, Board member is required to sit on 2 committees. Each committee/ 5 meetings per year.
Sundre Municipal Library Board	1	Monthly	Community Centre	Day Time	1.5 - 2 hours	

ORGANIZATIONS REQUESTING COUNCIL PARTICIPATION

Committee Name	No. of Reps	Frequency	Location	Time / Length	Commitment - Monthly	Comments
Central Alberta Economic Partnership	1	Monthly		Day Time		Jon Allan has been attending
Citizens on Patrol	1	Monthly		Evening	1 hour	

Red Deer River Municipal Users Group (RDRMUG)	1 (may have 1 alternate)	5-6 times/year	Drumheller	Day Time		Executive Committee meets 10:30 a.m. - 12:00 p.m., Regular Meeting 1:00 p.m. - 3:00 p.m.
Red Deer River Watershed Alliance (RDRWA)	1 (may have 1 alternate)	5-6 times/year	Red Deer	Day Time		No meetings attended
Sundre and District Aquatic Society	1	Monthly		Evening	2 hours	Plus additional volunteering activities
Sundre and District Chamber of Commerce	1	Monthly	VIC	Evening	3 hours	
Sundre and District Historical Society	1 (may have 1 alternate)					
Sundre Coordinated Community Response (SCCR)	1 (may have 1 alternate)					
Sundre Forest Products/West Fraser	1 (may have 1 alternate)	Quarterly	fluctuates	Evening		
Sundre Hospital (Futures Board & Attraction / Retention)	1 (may have 1 alternate)	Drop in once or twice yearly	Some out of town meetings	Day time	fluctuates	There is a need for various day meetings with varying monthly to quarterly commitments
Sundre Schools Liaison	1 (may have 1 alternate)	As required		Day Time		
Sundre Petroleum Operators Group (SPOG)	1 (may have 1 alternate)	Monthly		Day Time	3 hours	Additional activities / evening presentations
Sundre Search and Rescue	1	Monthly		Evening		



REQUEST FOR DECISION

COUNCIL DATE October 21, 2019
SUBJECT Appointment of Public Members to Committees
ORIGINATING DEPARTMENT Legislative Services
AGENDA ITEM 8

BACKGROUND/PROPOSAL:

The Town of Sundre Council appoints a representative to Parkland Regional Library Board each year at the Organizational Meeting.

Council is also being asked to appoint members to the Vision for Sundre committee.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Pat Toone has stated she would like to sit on the Parkland Regional Library Board for one more year.

The Vision for Sundre Committee started meeting in the summer of 2019 as a stakeholder group and was officially created in accordance with the Terms of Reference set out in Schedule C in Bylaw 2019-15.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

Strategic Plan Priority 3. Community Well-being

3.3 Continue to work with and value community groups.

ADMINISTRATION RECOMMENDATIONS:

That Council approve the appointments as provided.

MOTION:

That the Town of Sundre Council appoint Pat Toone to the Parkland Regional Library Board for a term ending at the Organizational meeting in October 2020.

That the Town of Sundre Council appoint the following members to the Vision for Sundre Committee for a term of two years ending at the Organizational Meeting in 2021:

Mike Beukeboom	Ken Harris	Monica St, Dennis
Jacque Bargholz	Moe Fahey	Chris Vardas
Jim Ekland	Colleen Prail	Brenda Holder

ATTACHMENTS:

Schedule C Terms of Reference for Vision for Sundre Committee

Schedule "C"

TERMS FOR REFERENCE

COUNCIL VISION FOR SUNDRE COMMITTEE

I. STATEMENT OF PURPOSE

To create a Volunteer based Committee of Council that builds on a Vision for Sundre to encourage and implement actions and activities that will support the through economic growth, beautify the community, attract visitors to stay, and will eventually assist in the drafting and implementation of a Downtown and Highway Corridor Strategy and Overlay Bylaw.

This committee will eventually morph into a number of other committees/boards or associations, such as a Tourism Association, an Events Committee, and other committees as suggested by the Vision for Sundre Committee, to enhance the overall well-being of the Town and its citizens in conjunction with the Town of Sundre Strategic Plan and Priorities.

II. COMPOSITION OF COMMITTEE

- 9 Members of the Public
- 1 Council Member
- Town of Sundre Chief Administrative Officer or designate
- Town of Sundre Administration as designated by the Chief Administrative officer
- Recording Secretary (Non-Member)

III. DUTIES AND POWERS

- The Committee will ensure accountability, eligibility, and compliance with the Council's strategic priorities are clearly delineated and consistently applied.
- Committee shall provide a forum for examining timely issues relevant to its mandate by considering topics from the following sources:
 - a. Receipt of requests or suggestions from Council
 - b. Requests or enquiries from the public through the CAO, and
 - c. Initiated by the Committee
- The Committee shall prepare letters, recommendations, resolutions, discussion paper and other documents, as appropriate to Council.

IV. ROLES AND RESPONSIBILITIES

The Committee shall:

- Appoint a Chair and Vice-Chair;
- Determine Sub-Committees and Terms of Reference
- Assign members to Sub-Committees

The CAO shall:

- Shall present the recommendations of the Committee to Council for decision.
- Appoint a staff member to fulfill the role of recording secretary.

The Council shall:

- Approve the Terms of Reference for all Committees and Sub-Committees;
- Appoint members to Committees and Sub-Committees.

V. TERM

Members at large will be appointed for a 2-year term with the opportunity to be reappointed.

Council members shall be for a term of 1 year, renewable at the Organizational Meeting.

The Chair shall be appointed by the Committee, for a term of 1 year.

VI. FREQUENCY OF MEETINGS

The committee shall meet as required. Normally meetings shall occur one Tuesday per month at 3:00 p.m. at the Town of Sundre Council Chambers.