



Regular Council Meeting
Council Chambers
October 23, 2017

1. **Call to Order**
Moment of Reflection
2. **Public Hearing**
3. **Agenda – Amendments and Adoption**
 - 3.1 October 23, 2017 Regular Council Meeting
4. **Adoption of Previous Minutes**
 - 4.1 Organizational Meeting - 2016 - Page 1
 - 4.2 October 10, 2017 Regular Council Meeting - Page 6
5. **Delegations**
6. **Bylaws**
 - 6.1 Bylaw 12.17 Land Use Amendment to Address Administrative Changes and New Definitions to Land Use Bylaw 705, as amended - Page 12
 - (a) First Reading
7. **Old Business**
 - 7.1 RFD Arctic Youth Summit – Request for Monetary Contribution - Page 28
8. **New Business**
 - 8.1 Ad Hoc Council Remuneration Committee – Terms of Reference, discussion - Page 29
 - 8.2 RFD Resolution to Uphold Council Code of Conduct - Page 30
9. **Administration**
10. **Notice of Motion**
11. **MAP**
12. **Council Committee Reports**
13. **Inquiries Between Councillors or to Administration**
14. **Council Invitations / Correspondence**



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14.1 Thank you card from Councillor and Mrs. Thompson - Page 45

15. In Camera

15.1 Third Party Business Interests – FOIPP Section 16

15.2 Disclosure Harmful to Intergovernmental Relations – FOIPP Section 21

15.3 Advice from Officials – FOIPP Section 24

16. Adjournment

Personal information heard in this meeting is being collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*. Public meeting of the Town of Sundre, including presentations made by speakers, are recorded in Minutes and posted on the Town of Sundre website. If you have any questions about the collection of information, please contact the FOIP Coordinator at 403-638-3551.

MINUTES OF THE ORGANIZATIONAL MEETING OF THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD MONDAY, OCTOBER 24, 2016, IN THE TOWN OF SUNDRE COUNCIL CHAMBERS

PRESENT Councillors: Paul Isaac, Cheri Funke, Verna McFadden, Nolan Blatchford, Myron Thompson, and Chris Vardas

STAFF
 Angie Lucas, Interim Chief Administrative Officer
 Vic Pirie, Director of Finance and Administration
 Kevin Heerema, Community Peace Officer
 Jim Hall, Manager of Operations
 Ian James, Manager of Community Services
 Cynthia Robey, Legislative Executive Assistant

ABSENT Mayor Leslie

CALL TO ORDER

ADOPTION OF AGENDA

329/16 Councillor Funke moved that the Town of Sundre Council adopt the agenda as presented. **CARRIED**

ADOPTION OF MINUTES

330/16 Councillor Funke moved that the Town of Sundre Council adopt the minutes from October 26, 2015. **CARRIED**

NEW BUSINESS

Schedule of 2017 Regular Meetings

Angie Lucas, Interim CAO, reviewed the Schedule of 2017 Regular Meetings with Council.

331/16 Councillor McFadden moved that the Town of Sundre Council approve the motion as presented; whereas the 2017 meeting calendar for Council Meetings will be held on the second and fourth Monday of every month unless otherwise shown on the calendar; whereas Council Workshops are held on the first and third Monday of every month unless otherwise shown on the calendar; whereas MPC meetings are held on the first Monday of every month unless otherwise shown on the calendar. **CARRIED**

Appointment of Deputy Mayor

332/16 Councillor Funke moved that the Town of Sundre Council appoints Councillor Vardas to the position of Deputy Mayor effective immediately until the October 2017 Organizational Meeting. **CARRIED**

Appointment of Signing Authorities

333/16 Councillor Thompson moved that Town of Sundre Council appoint the Mayor Terry Leslie and Councillor Chris Vardas along with the Interim Chief Administrative Officer, Angie Lucas, and the Director of Finance and Administration, Vic Pirie, as signing authorities for the Town of Sundre. **CARRIED**

Appointment of Committees and Boards of Council

334/16 Councillor Blatchford moved that the Town of Sundre Council appoint Council members to the committees and boards shown in Attachment “A” for a one-year term. **CARRIED**

Council Committees and Boards were reviewed and discussed.

Notice of Motion and Point of Order: Councillor Thompson mentioned conflict possibility occurring for Councillors being on committees if voting is involved.

McFadden – suggestion that Boards provide quarterly reports to Council as information so to decrease the amount of committees Council members are attending.

Councillor Thompson moved that a notice of motion

The following decisions were made:

Committee	# Reps Req'd	2017 Appointee(s)	Staff Appointee(s)	Frequency of Meetings	Terms of Reference
Broadband		Mayor Leslie, Vardas Alternate: McFadden			NO
Central Alberta Economic Partnership (CAEP)	1 / 1	Isaac, Vardas Alternate: Thompson	Economic Development Officer	4x/Year	YES

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Central Alberta Mayor's Meetings	1	Mayor Leslie Alternate: Deputy Mayor Vardas		4x/Year	unknown
Council Policies & Bylaw Committee	3	Mayor Leslie, Funke Blatchford	CAO	To be determined	To be created
Downtown Area Revitalization Committee (DARC)	1 / 1	Blatchford Alternate: McFadden	Economic Development Officer	Monthly, Evening	YES
Fire Advisory Committee (FAC)	3	Blatchford, Funke	CAO	Quarterly, Evening	YES
Greenwood Neighbourhood Place/FCSS	1	Funke, Alternate: McFadden		Monthly, Evening	YES
Hospital Liaison		Deputy Mayor Vardas, Alternate: Mayor Leslie		Doesn't meet regularly	unknown
Intermunicipal MOA Committee	2	Mayor Leslie, Isaac, Alternate: Funke	CAO and Director of Planning and Operations	Meets at the call of Mayor or Reeve	None at this time
Intermunicipal Planning Commission (IPC)	2	Vardas, Isaac, Alternate: Funke	CAO and director of Planning and Operations		BYLAW
Intermunicipal Subdivision and Development Appeal Board (ISDAB)		Thompson Alternate: Blatchford	CAO and director of Planning and Operations		YES
Mountain View Regional Waste Management Commission (MVRWMC)	1 / 1	McFadden, Alternate: Mayor Leslie		Monthly, Daytime	YES
Mountain View Senior's Housing (MVSH)	1 / 1	Mayor Leslie, Alternate: McFadden		6x/Year	YES

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Municipal Area Partnership (MAP)		Mayor Leslie, & Alternate: Deputy Mayor Vardas	CAO	Monthly	YES
Municipal Library Board	1 / 1	McFadden Alternate:		Monthly	YES
Municipal Planning Committee	3	Deputy Mayor Vardas, Isaac, Funke	Planner and Development Officer	Monthly, Evening	BYLAW
Parkland Regional Library Board	1 / 1				YES
Red Deer River Municipal Users Group (RDRMUG)	1 / 1	Mayor Leslie, Thompson			YES
Red Deer River Watershed Alliance (RDRWA)		Mayor Leslie, Alternate: McFadden			unknown
R.C.M.P. Liaison		Mayor Leslie, Alternate: McFadden	CAO		unknown
Southern Alberta Energy-from Waste Association (SAEWA)					BYLAW
Subdivision and Development Appeal Board	2	Thompson, Alternate: McFadden			BYLAW
Sundre and District Aquatic Society	1 / 1	McFadden, Alternate:		Monthly, Evening	YES
Sundre and District Chamber of Commerce (SDCC)	1 / 1	Mayor Leslie, Alternate: McFadden		Monthly	YES
Sundre Municipal Emergency Management		Funke, Alternate: Vardas	CAO, Director and Deputy of Emergency Management, Fire Chief	Meets at the call of Director, Daytime	YES
Sundre Petroleum Operators Group (S.P.O.G.)	1 / 1	Vardas, Alternate:		Monthly, Daytime	YES
Sundre Schools Liaison					unknown

Sunpine Public Involvement Round Table	1 / 1	Mayor Leslie, Alternate: Isaac			unknown
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Appointment of SDAB Members

335/16 Councillor Funke moved that the Town of Sundre Council appoint Christel Shropshall, Jaime Marr, and Elycia Mcdermott to the Subdivision and Development Appeal Board until the 2017 Organizational Meeting of Council,

AND

Councillor Funke moved that the Town of Sundre Council moves to appoint Councillor Thompson and Councillor McFadden to the Subdivision and Development Appeal Board until the 2017 Organizational meeting of Council. **CARRIED**

Appointment of MPC Members

336/16 Councillor Blatchford moved that the Town of Sundre Council moves to appoint Gabrielle Grainger, Robert Dales, Richard Warnock, Connie Anderson, and Brad Lindeburgh to the Municipal Planning Commission until the 2017 Organizational Meeting of Council. **CARRIED**

AND

That the Town of Sundre Council moves to appoint Councillors Vardas, Isaac and Funke to the Municipal Planning Commission until the 2017 Organizational meeting of Council. **CARRIED**

ADJOURNMENT

337/16 Councillor Funke moved to adjourn the meeting at 7:50 p.m. **CARRIED**

Deputy Mayor
I hereby certify these minutes are correct.

Interim Chief Administrative Officer

MINUTES OF THE REGULAR COUNCIL MEETING OF THE MUNICIPAL COUNCIL OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA HELD AT 6:00 P.M., TUESDAY, OCTOBER 10, 2017, IN THE TOWN OF SUNDRE COUNCIL CHAMBERS

PRESENT Mayor Leslie, Councillors: Verna McFadden, Paul Isaac, Cheri Funke, Myron Thompson, Chris Vardas, and Nolan Blatchford

STAFF Linda Nelson, Chief Administrative Officer
Vic Pirie, Director of Finance and Administration
Betty Ann Fountain, Special Projects Coordinator
Cynthia Robey, Legislative Executive Assistant

CALL TO ORDER

Mayor Leslie called the meeting to order at 6:00 p.m., with a moment of reflection on the business of the evening.

MODIFICATION TO OR ADOPTION OF AGENDA

309/17 Councillor Thompson moved that the Town of Sundre Council adopt the October 10, 2017 Regular Council Meeting Agenda, with the following additions/deletions/changes:

- 16.2 In-Camera – Personnel FOIP Section 17

CARRIED

ADOPTION OF THE PREVIOUS MINUTES

310/17 Councillor Vardas moved that the Town of Sundre Council adopt the October 2, 2017 Special Council Meeting Minutes, as presented. **CARRIED**

PUBLIC ADDRESS

PRESENTATIONS

Arctic Youth Ambassador Summit – K. St. Dennis, Request for Sponsorship

Council welcomed Ms. Keyanna St. Dennis, a Sundre high school student, who briefed Council concerning an opportunity she has received to attend the Arctic Youth Summit at the end of October 2017. Ms. St. Dennis asked Council to consider her request for financial sponsorship.

311/17 Councillor Isaac moved that the Town of Sundre Council accept for information, Ms. St. Dennis' presentation, and directed Administration to source funding options, and bring a Request for Decision to the October 23, 2017 Regular Council Meeting. **CARRIED**

CAO Brief

Administration expressed a thank you to Ms. Jaime Williams, Finance and Grants Coordinator, for the Town of Sundre. Ms. Williams is leaving her position with the Town in order to assume an employment position in Innisfail. Ms. Williams was not able to attend this meeting due to a family emergency. Council asked Administration to pass on their congratulations and thanks to Ms. Williams for her contribution to the Town of Sundre.

Mayor Leslie acknowledged and welcomed Mr. Jason Nixon, MLA. Mr. Nixon commented on how much he appreciates Councillor Thompson's mentorship, and dedication. Mr. Nixon presented Councillor Thompson with a Legislative Assembly scroll recognizing 52 years of public service. Mr. Nixon also acknowledged Councillor Thompson's wife, Dorothy.

Photographs were taken of Mr. Nixon with Councillor Thompson, and with all of Council; including Councillor Thompson's wife Dorothy.

CAO Brief

Mayor Leslie read a detailed report highlighting background information concerning Councillor Thompson's colourful and lengthy years in municipal and federal government, as well as citing all of Councillor Thompson's known accomplishments. Councillor Thompson was presented with a plaque from Council and Administration. Councillor Thompson's wife Dorothy, was presented with a bouquet of flowers. Each Councillor expressed a sincere thank you to Councillor Thompson. Councillor Thompson stood and expressed his thank you to Council for the acknowledgement.

Mayor Leslie called a recess at 6:52 p.m.

Councillor Thompson left the meeting at 7:11 p.m.

Council meeting resumed at 7:11 p.m.

FINANCE**Report on Recreational and Cultural Funding**

312/17 Councillor Isaac moved that the Town of Sundre Council accept the report on Recreational and Cultural Funding, for information. **CARRIED**

313/17 Councillor McFadden moved that the Town of Sundre Council direct Administration to begin a discussion with Mountain View County in order to draft a new Interim Agreement with Mountain View County. **CARRIED**

PUBLIC HEARINGS***BYLAWS***

ADMINISTRATION REPORTS**Departmental Strategic Priorities - Update**

As per Council's request during the August 28, 2017 Regular Council Meeting, Administration provided Council with Departmental Strategic Priorities updates from Bylaw / Peace Officer & Animal Control, Emergency Management, Economic Development, Fire Services, and Legislative Services.

- 314/17** Councillor Funke moved that the Town of Sundre Council accept the Departmental Strategic Priorities updates, as presented. **CARRIED**

UNFINISHED BUSINESS

Administration reminded Council that the Council Remuneration Policy will be reviewed by an ad hoc to be set through a terms of reference, and by appointment of Council.

Councillor Isaac left the meeting at 7:38 pm.

Councillor Isaac returned to the meeting at 7:40 p.m.

Councillor Isaac left the meeting at 7:41 p.m.

RFD Procedural Bylaw

- 315/17** Councillor Funke moved that the Town of Sundre Council gives First Reading to Bylaw 14.17, Council Procedural Bylaw, being a bylaw to regulate Council procedures;

- 316/17** Councillor Vardas moved that the Town of Sundre Council gives Second Reading to Bylaw 154.17, Council Procedural Bylaw, being a bylaw to regulate Council procedures;

- 317/17** Councillor Blatchford moved that the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 14.17, Council Procedural Bylaw, being a bylaw to regulate Council procedures;

- 318/17** Councillor Funke moved that the Town of Sundre Council gives Third and Final Reading to Bylaw 14.17, Council Procedural Bylaw, being a bylaw to regulate Council procedures. **CARRIED**

RFD Appointment to Committees

- 319/17** Councillor Funke moved that the Town of Sundre Council moves to adopt *Policy A-009-00 POL "Appointment of Members of Council, Administration, and Citizens to Committees and Establishment of Council Committees."* **CARRIED**

RFD Council Code of Conduct

- 320/17** Councillor Funke moved that the Town of Sundre Council gives First Reading to Bylaw 15.17, Council Code of Conduct Bylaw, being a bylaw for the purpose of ensuring effective leadership and the maintenance of appropriate conduct when carrying out their roles as Councillors;

- 321/17** Councillor Vardas moved that the Town of Sundre Council gives Second Reading to Bylaw 15.17, Council Code of Conduct Bylaw, being a bylaw for the purpose of ensuring effective leadership and the maintenance of appropriate conduct when carrying out their roles as Councillors;
- 322/17** Councillor Funke moved that the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 15.17, Council Code of Conduct Bylaw, being a bylaw for the purpose of ensuring effective leadership and the maintenance of appropriate conduct when carrying out their roles as Councillors;
- 323/17** Councillor Blatchford moved that the Town of Sundre Council gives Third and Final Reading to Bylaw 15.17, Council Code of Conduct Bylaw, being a bylaw for the purpose of ensuring effective leadership and the maintenance of appropriate conduct when carrying out their roles as Councillors. **CARRIED**

RFD CAO Bylaw

Administration provided Council with clarification concerning Section 6.13 of the CAO Bylaw:

In the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council.

Administration indicated that everyone needs to have a very clear understanding that the Director of Emergency Management also has full authority to authorize expenditures.

- 324/17** Councillor Funke moved that the Town of Sundre Council gives First Reading to Bylaw 16.17, Chief Administrative Officer Bylaw, being a bylaw to establish the position of the Chief Administrative Officer (CAO);
- 325/17** Councillor Vardas moved that the Town of Sundre Council gives Second Reading to Bylaw 16.17, Chief Administrative Officer Bylaw, being a bylaw to establish the position of the Chief Administrative Officer (CAO);
- 326/17** Councillor McFadden moved that the Town of Sundre Council gives Unanimous Consent for Third and Final Reading to Bylaw 16.17, Chief Administrative Officer Bylaw, being a bylaw to establish the position of the Chief Administrative Officer (CAO);
- 327/17** Councillor Blatchford moved that the Town of Sundre Council gives Third and Final Reading to Bylaw 16.17, Chief Administrative Officer Bylaw, being a bylaw to establish the position of the Chief Administrative Officer (CAO). **CARRIED**

NEW BUSINESS

- 328/17** **RFD Parkland Regional Library 2018 Operating Budget**
Councillor McFadden moved that the Town of Sundre Council approve the 2018 Parkland Regional Library proposed budget which includes a 1% per capita requisition increase from \$8.04 to \$8.12. **CARRIED**
- 329/17** **Recycle Agreement with Mountain View County**
Councillor Funke moved that the Town of Sundre Council approve the Recycle Agreement between the Town of Sundre, and Mountain View County, and to authorize the CAO to sign the Agreement on behalf of the Town of Sundre. **CARRIED**

MUNICIPAL AREA PARTNERSHIP (MAP)**COUNCIL REPORTS****CORRESPONDENCE**

- 09.25.17 Sundre Legion, Remembrance Day
09.12.17 Municipal Affairs, Minister's Awards for Excellence in Public Library Service
09.21.17 LED Street Lights, Letter from C. Andrus
- 330/17** Councillor Vardas moved that the Town of Sundre Council accept the correspondence items, for information. **CARRIED**
- 331/17** Mayor Leslie moved that the Town of Sundre Council direct Administration to advise the Sundre Legion of the attendance of either the Mayor or Deputy Mayor to the Remembrance Day ceremony. **CARRIED**
- 332/17** Councillor McFadden moved that the Town of Sundre Council direct Administration to contact Mr. Walker for further direction on Council's involvement concerning the submission of award recipient names to the Minister's Awards for Excellence in Public Library Service. **CARRIED**
- 333/17** Councillor Blatchford moved that the Town of Sundre Council direct Administration to prepare for a reponse to C. Andrus concerning the letter received regarding the use of LED Street Lights within the Town of Sundre. **CARRIED**

NOTICE OF MOTION

- 334/17** Councillor Funke moved that the Town of Sundre Council move to go into In-Camera at 7:53 p.m. **CARRIED**

Mayor Leslie called a recess at 7:53 p.m.

Council meeting resumed at 8:05 p.m.

Due to Councillor Isaac's departure from the meeting, the second In-Camera Personnel item was not addressed during this meeting.

IN CAMERA

Advice from Officials – FOIPP Section 24

335/17 Councillor McFadden moved that the Town of Sundre Council move to come out of In-Camera at 8:33 p.m. **CARRIED**

336/17 Councillor Funke moved that the Town of Sundre Council waive Invoices No. 33520, 33521 and 33649 totaling \$9,996.78 for engineering services regarding connecting to Town services for water and wastewater for Plans 991 3345 and 031 1669. **CARRIED**

ADJOURNMENT

337/17 Councillor Funke moved that the Town of Sundre Council adjourn the meeting at 8:35 p.m. **CARRIED**

Mayor

I hereby certify these minutes are correct.

Chief Administrative Officer



REQUEST FOR DECISION

COUNCIL DATE: OCTOBER 23, 2017

SUBJECT: BYLAW 12.17 – LAND USE BYLAW AMENDMENT TO ADDRESS ADMINISTRATIVE CHANGES AND NEW DEFINITIONS

ORIGINATING DEPARTMENT: PLANNING & DEVELOPMENT

AGENDA ITEM: 6.1

BACKGROUND/PROPOSAL:

The purpose of Bylaw 12.17 is to provide administrative changes to the Land Use Bylaw as follows:

1. The “PART ONE: GENERAL” and “PART TWO: DEVELOPMENT PERMITS, CONTRAVENTIONS AND APPEAL and APPEAL” sections are being replaced with a new “PART ONE: INTERPRETATION AND ADMINISTRATION” section.
2. The definitions in the Land Use Bylaw are being consolidated into a new section entitled “PART TWO: DEFINITIONS”.
3. The definition of “Municipal Planning Commission” is being deleted from the Land Use Bylaw and new definitions are being added to the Land Use Bylaw for “Development Authority”, “Subdivision Suthority”, “Subdivision Officer” and “Medical Marijuana Production Facility”.
4. Schedules “B” and “C” of the Land Use Bylaw are being renamed to PART THREE and PART 4.
5. “Medical Marijuana Production Facility” is being added as a Discretionary Use to the “Light Industrial District (I-1)”.
6. The “PU – Public Use District” is being renamed to “PS – Public Service District”.

The purpose of these changes are to streamline the approval process for development permits, subdivision applications and provide better clarity to these processes.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Streamlining the subdivision and development processes include shifting the development authority for subdivision and development applications to the administration for decision. The development authority, for the most part, would rest with the Chief Administrative Officer, Manager of Planning and Development, and designated Development and Subdivsion Officers. The amendments include a mechanism to refer the more complex applications to Council for consideration and direction, before a decision is made. These amendments, together with the streamlined process, will provide administrative efficiencies for applicants and staff by improving customer service and the timing for application processing. It also will free up time so staff can focus better on customer service and addressing other important planning matters.

Other changes are “housekeeping” in nature for clarification purposes.

The addition of “medical marijuana” as a Discretionary Use to the Light Industrial District (I-1) will bring the Town up to date with other Alberta and Canadian Bylaws that already allow this Use in their bylaws. Legal access to medical marijuana (cannabis) in Canada dates back to 2001 with the Government of Canada’s implementation of the Marijuana Medical Access Regulations. Current Federal legislation allows for the licensed commercial production, distribution and strict control of cannabis for medical purposes as a prescription drug. Facilities already operate in the communities of Leduc County, Olds, Airdrie, Peers and Mountain View County. This amendment was circulated to the RCMP, Alberta Health and other stakeholders, and no concerns were expressed. The RCMP noted that any production facility will be required to abide by strict federal legislation.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council approve Bylaw 12.17.

COSTS/SOURCE OF FUNDING:

N/A

MOTION:

THAT the Town of Sundre Council give First Reading to Bylaw 12.17, being a bylaw to to address administrative changes and new definitions to the Land Use Bylaw 705, as amended.

THAT the Town of Sundre Council hold a Public Hearing for Bylaw 12.17 on November 14, 2017.

ATTACHMENTS:

Bylaw 12.17

Date Reviewed: _____ CAO: _____

TOWN OF SUNDRE
BYLAW NO. 12.17

BEING A BYLAW OF THE TOWN OF SUNDRE TO AMEND LAND USE BYLAW 705

WHEREAS, Section 639 of the *Municipal Government Act, R.S.A., 2000, Chapter M-26* and amendments thereto requires Council to enact a Land Use Bylaw;

AND WHEREAS, Section 191(1) of the *Municipal Government Act, R.S.A. 2000, Chapter M-26* and amendments thereto authorizes Council adopt a bylaw to amend a Land Use Bylaw;

NOW THEREFORE, the Council of the Town of Sundre, in the Province of Alberta hereby enacts as follows: Bylaw 12.17 cited as "Land Use Amendment to Address Administrative Changes and New Definitions" to Land Use Bylaw 705, as amended.

1. Delete "**PART ONE: GENERAL**" and "**PART TWO: DEVELOPMENT PERMITS, CONTRAVENTION AND APPEAL**" in their entirety and replace it with a new "**PART ONE: INTERPRETATION AND ADMINISTRATION**" as provided for in Schedule 'A' of this bylaw;
2. Create a new "**PART TWO: DEFINITIONS**" and insert all the wording and definitions under **Section 1.3 Definitions** in alphabetical order into the new "**PART TWO: DEFINITIONS**";
3. Under the new "**PART TWO: DEFINITIONS**", delete the definition of "**M.P.C**" and "**Municipal Planning Commission**";
4. Under the new "**PART TWO: DEFINITIONS**", delete the definition of "**development authority**" and replace it with the following definition:

"development authority" means a designated officer, person or persons appointed by Bylaw pursuant to the Municipal Government Act to exercise development powers and duties on behalf of the municipality;

5. Under the new "**PART TWO: DEFINITIONS**", add the following new definitions:
 - a) "**Subdivision Authority**" means the Council, designated officer, person or persons appointed by Bylaw pursuant to the Municipal Government Act to exercise subdivision powers and duties on behalf of the municipality;
 - b) "**Subdivision Officer**" means a person appointed as a Subdivision Officer pursuant to this Land Use Bylaw;
 - c) "**Medical marijuana production facility**" means a building used for the legal cultivation, processing, testing, storing, destruction, packaging, distribution and shipping of medical marijuana (cannabis) for pharmaceutical purposes as permitted and licensed by the Government of Canada and does not include recreational marijuana;
6. Rename "**SCHEDULE B: SUPPLEMENTARY REGULATIONS**" to "**PART THREE: GENERAL REGULATIONS**";

7. Rename **“SCHEDULE C: LAND USE DISTRICT REGULATIONS”** to **“PART FOUR: LAND USE DISTRICT REGULATIONS”**;
8. Add to the **“Light Industrial District (I-1)”** a **“Medical Marijuana Production Facility”** as a Discretionary Use;
9. Rename **“PU – Public Use District”** to **“PS – Public Service District”**.

Schedule "A"

PART ONE: INTERPRETATION AND ADMINISTRATION

1.1 Short Title

This Bylaw may be cited as "The Town of Sundre Land Use Bylaw".

1.2 Purpose

The purpose of this Bylaw is to, amongst other things,

- 1) divide the municipality into Land Use Districts;
- 2) prescribe and regulate the use for each District;
- 3) establish the Development Authority and its responsibility;
- 4) establish a method of making decisions on applications for development permits including the issuance of development permits;
- 5) provide the manner in which notice of issuance of a development permit is to be given;
- 6) implement the statutory plans of the Town of Sundre.

1.3 Establishment of Definitions and General Regulations

The Definitions and General Regulations as set forth in PART TWO and PART THREE hereto, are hereby adopted to be part of this Land Use Bylaw, and to be amended in the same manner as any other part of this Land Use Bylaw.

1.4 Establishment of Land Use District Regulations

The Land Use District Regulations as set forth in PART FOUR hereto, are hereby adopted to be part of this Land Use Bylaw, and to be amended in the same manner as any other part of this Land Use Bylaw.

1.5 Establishment of Land Use Districts

- 1) For the purpose of this Land Use Bylaw the Town of Sundre is divided into Land Use Districts as delineated on the Land Use District Map being SCHEDULE A to this Bylaw. All roads and water courses are excluded from the Land Use Districts;
- 2) Where the location of District boundaries on the Land Use District Map is not clearly understood, the following rules shall apply:
 - a) A boundary shown as approximately following a parcel boundary shall be deemed to follow the parcel boundary;
 - b) A boundary which does not follow a parcel boundary shall be located by measurement of the Land Use District Map; and
 - c) A boundary location which cannot be satisfactorily resolved, shall be referred to Council for an official interpretation.

1.6 Land Use Bylaw Amendments

- 1) Any person applying to amend any part of this Bylaw shall apply in writing to the Council on the required form, accompanied by the appropriate application fee and any necessary drawings or documentation;
- 2) The Town of Sundre, at its sole discretion may initiate any amendments to this Bylaw.

1.7 Development Authority and Responsibility of Development Officer

- 1) The position of the Development Officer is hereby established;
- 2) The Chief Administrative Officer is a Development Authority and may appoint one or more Development Officers as considered necessary;
- 3) The Development Officer, except as detailed below, is a Development Authority, for the purposes of this Bylaw;
- 4) The Subdivision and Development Appeal Board, as required, is a Development Authority;
- 5) The Development Officer shall receive all applications for development, and
 - a) Shall review each development application to ascertain whether it is complete in accordance with the requirements of this Bylaw, and shall, if the application complies with such requirements, receive the application;
 - b) Shall take into account in the decision of a permit application utility servicing requirements, Land Use District requirements and referral agency comments;
 - c) Shall approve, with or without conditions, all applications for development of a Permitted Use provided the development complies with the regulations of this Bylaw;
 - d) May refuse or may approve, with or without conditions, all applications for development of a Discretionary Use, excavation or stockpiling or grading of soil, or demolition or removal of buildings;
 - e) May impose conditions on an approval of a Development Permit application, including but not limited to access, parking, vehicle stacking, appearance, garbage enclosures, utilities servicing, patron movement facilities, and outdoor lighting;
 - f) Shall refuse an application for development if the development does not comply with the regulations of this Bylaw, unless variance is granted pursuant to Section 1.7(7);
 - g) Shall not receive an application for development if the development is neither a Permitted or Discretionary Use in the Land Use District in which the property is located. The Development Officer may offer suggestions on the process to be undertaken by the applicant for the proposal to be received for consideration;
 - h) May refuse an application if a development might have a significant adverse environmental impact;
 - i) Shall provide reasons for the decision where an application is refused;
 - j) May refer by report to Council for its consideration and direction, any Development Permit application which the Development Officer considers to significantly affect any statutory plans, policies and directions of Council which are being prepared or have been adopted;
 - k) May refer by report to Council for its consideration and direction, any Development Permit application at the Development Officer's discretion;

- l) Shall advise the Council and Subdivision and Development Appeal Board on questions relating to the development of land, as required;
- m) Shall instruct the applicant as an application for use which is not listed as a “Permitted Use” or “Discretionary Use” in the District which the building or land is situated, of his option of applying to Council for an amendment to this Bylaw, and;
- n) Shall sign, issue (if approved), and forward the notice of decision to the applicant all Development Permit decisions from any of the appropriate Development Authorities.

1.7.1 Variances

- a) The Development Authority may vary the requirements of this Bylaw for any Development Permit, provided the variance does not:
 - i. unduly interfere with the amenities of the neighbourhood;
 - ii. materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land; and
 - iii. The proposed development must conform with the use prescribed for the land or building in this Bylaw.
- b) The Development Authority may vary any requirement up to 25%. If the variance exceeds 10%, the Development Officer shall notify adjacent landowners and may publish the variance approval in the local paper and/or post a notice on site.

1.7.2 Certificates of Compliance

- a) The Development Officer shall receive all requests for Certificates of Compliance;
- b) The Development Officer may issue a compliance based on this bylaw or proclaim the property as non-conforming based on a previous Land Use Bylaw. In both cases the determination shall be based solely on the information on the documents provided and documentation from previous development approvals;
- c) The Development Officer may consider a Development Permit to allow a variance on the requirements of this Bylaw for a Certificate of Compliance, subject to subsection 1.7(7) and provided that the terms and conditions of any development have been met, to the satisfaction of the Development Officer.

1.7.2 Public Inspection of Development Applications

The Development Officer shall ensure that a Register of Applications is maintained for all applications for development for a period of seven (7) years. This register shall be made available for inspection to any interested person during normal office hours.

1.7.3 Maintenance and Public Inspection of the Land Use Bylaw

The Development Officer shall:

- a) Make available for inspection to the public during normal office hours a copy of the Land Use Bylaw and all subsequent amendments thereto, and
- b) Charge the specified fee for supplying print copies of the Land Use Bylaw to the public.

1.8 Establishment of Forms

- a) For the purpose of administering this Land Use Bylaw, the Development Officer shall prepare such forms and notices as may be deemed necessary;
- b) Any such forms or notices are deemed to have the full force and effect of this Land Use Bylaw in the execution of the purpose for which they were designed, authorized and issued.

1.8.1 Development Permits Issued by Fraud, Misrepresentation and Error

Wherever it appears to the Development Officer that a Development Permit has been obtained by fraud or misrepresentation or has been issued in error, the Development Officer may suspend, cancel, or amend the Development Permit, as required.

1.9 Subdivision Authority and Responsibility of Subdivision Officer

- 1) The position of Subdivision Officer is hereby established;
- 2) Council is a Subdivision Authority;
- 3) The Chief Administrative Officer is a Subdivision Authority and may appoint one or more Subdivision Officers as considered necessary;
- 4) The Subdivision Officer, except as detailed below, is a Subdivision Authority;
- 5) The Subdivision Authority is authorized to grant any time extension authorized under the Municipal Government Act;
- 6) The Subdivision Authority may approve, with or without conditions or refuse an application as provided for in the Municipal Government Act, and any applicable legislation;
- 7) When the Council is acting as the Subdivision Authority:
 - a) Only those elected members of Council in attendance at such a meeting of the Subdivision Authority, may vote on any matter before it. The Chief Administrative Officer, or his/her designate, may not vote.
 - b) The decision of the majority of the members present at a meeting duly convened shall be deemed to be the decision of the whole Subdivision Authority.
- 8) The Subdivision Officer has the authority to approve, with or without conditions, or refuse all applications for subdivision that comprise 10 lots or less; any subdivision of lands where an Area Structure Plan, Concept Plan or Outline Plan has been approved by Council; or any other subdivision that the Chief Administrative Officer delegates to the Subdivision Officer in writing, on a case by case basis;
- 9) For any other subdivisions not included in the above, the Subdivision Officer shall forward subdivision applications to Council for a decision;
- 10) The Subdivision Officer:
 - a) Shall keep and maintain for the inspection of the public during normal office hours, copies of all decisions and provide copies to the public at the specified fee;
 - b) Shall keep a register of all applications for subdivision for a minimum period of seven (7) years;
 - c) Shall refer for comment an application for subdivision to an adjacent municipality when the site is within 60 meters of the municipal boundary;

- d) Shall solicit comments from adjacent property owners on applications for subdivision;
 - e) Shall prepare, sign and transmit all notices of decision for an application for subdivision;
 - f) Shall review instruments for Land Titles registration for conformity with the Subdivision Officer or Council's decision;
 - g) May endorse Land Titles instruments in order to effect the registration of the subdivision of land.
- 11) After 30 days from the date of referral to authorities, agencies or landowners, the application may be dealt with by the Subdivision Officer whether or not comments have been received;
 - 12) In approving an application for subdivision or the preparation of a report and recommendation, the Subdivision Authority shall give due consideration to the comments received from any authority or agency;
 - 13) When sufficient details of the proposed subdivision have not been included with the application for a subdivision, the Subdivision Officer may return the application to the applicant for further details, or may hold the application and refuse to continue processing it until the applicant provides the required information in which case the deadline for making a decision may be extended by the amount of time it takes for the applicant to produce the required information, at the Subdivision Officer's discretion;
 - 14) The Subdivision Officer shall advise the Council and Subdivision and Development Appeal Board on questions relating to the subdivision of land, as required;
 - 15) The Subdivision Officer shall appear before and represent Council at appeal hearings of the Subdivision and Development Appeal Board and Municipal Government Board on decisions on applications for subdivision.

1.10 Authority and Responsibility of the Subdivision and Development Appeal Board

The Subdivision and Development Appeal Board is established as per the *Municipal Government Act*.

1.11 Purpose of Development Permit

Development Permits are required to ensure that all development is achieved in an orderly manner in accordance with the requirements of the Land Use Bylaw.

1.12 Development Not Requiring a Development Permit

- 1) No Development Permit is required under this Bylaw in respect of the following, provided that such developments shall comply with the regulations of this Bylaw where applicable:
 - a) Works of maintenance repair or alteration on a structure, either internally or externally, if in the opinion of the Development Authority such works do not change the use or intensity of use of the structure;
 - b) The completion of a building which was lawfully under construction at the date this Bylaw came into full force and effect for which the Development Authority has issued a Development Permit, provided that:
 - i. The building is completed in accordance with the terms of any permit granted by the Development Authority, subject to the conditions of that permit, including timeframe for completion, or

- c) The erection, construction or the maintenance of gates, fences, walls or other enclosures or of retaining walls of one (1) m or less in height, provided that its erection does not contravene any other provisions of this Bylaw;
- d) The erection or installation of machinery needed in connection with the construction of a building for which a development permit has been issued, for the period of the construction;
- e) The construction and maintenance of that part of a public utility placed in or upon a public thoroughfare or public utility easement;
- f) The use of a building or part thereof as a temporary polling station for a Federal, Provincial or Municipal election, referendum or plebiscite;
- g) An official notice, placard or bulletin required to be displayed pursuant to the provision of Federal, Provincial or Municipal legislation;
- h) One (1) temporary, portable on-site free standing or fascia sign when properly erected and secured, and intended for:
 - i. Advertising the sale or lease of a dwelling unit, provided the sign does not exceed 1.0 m² in copy area and 1.5 m in height; or
 - ii. Advertising the sale or lease of other than a dwelling unit, for which a development permit has been issued for the development of said property provide the sign does not exceed 4.5 m²; or
 - iii. Advertising the sale or lease of vacant undeveloped property providing the sign does not exceed 4.4 m² in copy area; or
 - iv. Identifying a construction or demolition project for which a development permit has been issued for such a project; or
 - v. Identifying a political campaign, provided the sign is displayed for no more than 45 days prior to the end of the campaign, is removed within 7 days of the end of said campaign, and is not higher than one (1) meter with a maximum copy area of 1.5 m², or
 - vi. Advertising a campaign or drive for a charitable or municipal sponsored activity or community event;
- i) Window signs, provided the area of the signs do not exceed 50% of the glassed area of the windows;
- j) The construction, maintenance and repair of patios and decks less than 0.6m high at finished grade, private walkways, pathways, driveways and similar works where such works are wholly contained within the owner's property;
- k) The on-site excavation of land, stockpiling or stripping of soil and grading provided that either the stripping or excavation or grading is part of a development for which a development permit has been issued, or that the applicant has already signed a development agreement with the Town for the area concerned;
- l) Municipal works, specifically roads, traffic management infrastructure, vehicular and pedestrian bridges, water and utility installations, substations and pumping stations, water reservoirs, storm and sanitary sewer installations, street furniture and signs, work depots, public works buildings and facilities, parks and landscaping projects;
- m) The construction of municipal public roadways and walkways, the installation of utilities and the grading of a site which is the subject of an approved subdivision for which a development agreement has been duly executed, or the undertaking of public roadway construction that has been authorized by Council;
- n) One on-site sign which does not exceed 0.18 m² in area used to identify a person's or building's name and address;

- o) Temporary buildings and protective fences when associated with a construction project for which a development permit has been issued for such a project;
- p) Exterior renovations to any building provided the proposed renovations do not increase the area of the building and comply with all setback and height requirements of the applicable land use district;
- q) The construction or replacement of an accessory building having an area of less than 10 m² and that has a height not greater than 4m;
- r) Antenna structures;
- s) A change of occupancy within the same use if, in the opinion of the Development Authority, such change of occupancy does not change the intensity of the use of the structure, the structure has not been unoccupied for a time period exceeding 6 months and where there is an existing Development Permit for said use;

1.13 Required Information for Application for Development Permit

- 1) An application for a Development Permit shall not be considered to have been received until the applicant has submitted all information required pursuant to the following sections of this Bylaw, and any information specifically required pursuant to the regulations of the applicable Land Use District or any other section of this Bylaw, and until the applicant has paid the appropriate fee specified by the relevant Bylaw or Policy;
- 2) Notwithstanding clause (1) above, the Development Authority may receive an application if, in its opinion, the proposed development is such a nature as to enable a decision to be made on the application without all of the information required in this section;
- 3) The Development Authority may require an applicant to submit any additional information as he considers necessary to evaluate a Development Permit application;
- 4) Where an application for a Development Permit is determined to contain incorrect or incomplete information, no Development Permit shall be issued until such time information is corrected by the applicant;
- 5) The approval or issuing of a Development Permit shall not prevent the Development Authority from requiring the correction of errors in the application, nor from prohibiting the development from being carried out when the same is in violation of this Bylaw.

1.14 Conditions Attached to a Development Permit

- 1) The Development Authority may, with respect to a Development Permit, impose any conditions deemed appropriate, having regard to the regulations of this Bylaw, the provisions of any Statutory Plan and the Municipal Government Act.
- 2) A Development Permit for a Permitted Use or a Discretionary Use may include conditions related to:
 - a) Utility Servicing;
 - b) Site Access;
 - c) Vehicle Management and Parking;
 - d) General Appearance;
 - e) Accessory Uses;
 - f) Land Use District Requirements;
 - g) Timeframe of Validity of Permit;
 - h) Security;

- i) Pedestrian Movement;
 - j) Landscaping;
 - k) Garbage Storage; and
 - l) Signage.
- 3) The Development Authority may require an applicant, as a condition of issuing a Development Permit, to enter into agreements to service the property as provided by the Municipal Government Act.
- 4) The Development Authority may place conditions that may be:
 - a) Approval Conditions; or
 - b) Issuance Conditions.

1.15 Notification, Issuance and Validity of Development Permits

- 1) When an application for Development Permit is approved for any use, the Notice of Decision, as the case may be, shall be delivered to the applicant in a manner acceptable to the Development Authority.
- 2) If the application is for a permitted use that requires a variance pursuant to Section 1.7(7) of the Bylaw, or is for a discretionary use, the Development Authority shall also issue a notice stating the legal description of the property, civic address, and the nature of the use or development, to be sent by ordinary mail to adjacent land owners and may, at the discretion of the Development Authority;
 - a) Be published in a local newspaper circulating within the municipality, or
 - b) Be posted conspicuously on the property.
- 3) When an application for a Development Permit is refused, the Notice of Decision shall be sent to the applicant by ordinary mail.
- 4) For the purpose of this Bylaw, notice given by the Development Authority on an application for a Development Permit is deemed to have been given five (5) days after the date the notice was sent by ordinary mail.
- 5) When an application for a Development Permit has been approved by the Development Authority, the Development Permit shall not be considered valid unless and until all conditions noted as “Prior to Release Conditions” have been met to the satisfaction of the Development Authority.
- 6) If the Subdivision and Development Appeal Board is served with a Notice of Appeal on a Development Permit pursuant to the Municipal Government Act, such notice shall suspend the Development Permit until final determination of the appeal validates, amends or revokes the suspended Development Permit.
- 7) When a Development Permit has been issued and an application to the Court of Appeal has commenced, any action taken by the permit holder in proceeding with the development is at the sole risk of the Permit holder.
- 8) If the development authorized by a Development Permit is not commenced within twelve (12) months from the date of its issue, and completed within twenty-four (24) months of the commencement of construction, the permit is deemed to be cancelled, unless an extension to this period shall first have been granted by the Development Authority.
- 9) Upon written request by the applicant, the Development Authority, at its sole discretion may extend a Notice of Decision on a Development Permit for an appropriate period beyond its expiry to allow additional time for the applicant to meet the conditions for issuance of the Development Permit, or to complete the project to which the permit applies.

- 10) A Development Permit, when issued by the Development Authority, remains valid provided the use is not abandoned for a period of up to six (6) months or comes to the end date noted in the conditions of issuance.
- 11) A Development Permit issued pursuant to this Bylaw is not a Building Permit, and construction shall not commence until a Building Permit has been approved.
- 12) Subject to Section 13, when an application for a Development Permit is refused, another application for a Development Permit for the same or similar use of the site shall not be made by the same or any other applicant until six (6) months after the date of the refusal of the application.
- 13) When an application for a Development Permit is refused, another application for a development on the same site may be made within six (6) months after the date of the refusal of the application if:
 - a) The application was refused because the application did not comply with this Bylaw; and
 - b) The development that is the subject of the subsequent application complies with this Bylaw.

1.16 Development Application Forms, Notices and Fees

- 1) For the purpose of administering the provisions of this Bylaw, the Chief Administrative Officer may authorize the use of any forms or notices that are required.
- 2) For the purposes of administering the provisions of this Bylaw, Council may authorize the imposition of fees or other charges, by way of Bylaw, Policy or Resolution.

1.17 Subdivision Applications, Decisions and Conditions of Appeal

- 1) An application for subdivision approval shall be made to the Subdivision Authority using the prescribed form, signed by the owner or the owner's agent.
- 2) The Subdivision Authority may require an application for multi-lot residential, commercial, highway commercial and industrial uses to include:
 - a) A functional servicing report, a traffic Impact assessment, a geotechnical assessment, storm water management plan, historical/archeological assessment, analysis of the use of the land, and other matters as the Subdivision Authority may require.
 - b) Statistics in tabular form showing calculations of the gross area of land in the plan area and the allocation of that land to streets, lanes, lots, Municipal Reserve, Municipal and School Reserve, School Reserve, Environmental Reserve, Community Reserve and Public Utility Lot.
 - c) A development phasing plan, if applicable.
 - d) A plan showing how natural features and views will be preserved.
- 3) The Subdivision Authority shall take into account in its decision, the Design Guidelines for Subdivision Servicing, Land Use Bylaw and Statutory Plan requirements and referral agency comments.
- 4) A decision on an application for subdivision approval is not an approval to develop, construct or build on the land. Site grading, earthwork or any other construction shall not commence nor proceed until a development agreement has been signed or where applicable, a development permit has been issued.
- 5) When an application for subdivision is approved, with or without conditions, or refused, the Notice of Decision shall be sent by ordinary mail to the applicant and those persons and

authorities that are required to be given a copy of the decision under the Subdivision and Development Regulations, and by any other additional means acceptable to the Subdivision Authority.

- 6) In the decision to approve an application for subdivision, the Subdivision Authority may apply conditions to ensure the application conforms to this Bylaw, the Municipal Government Act, adopted Statutory Plans or other legislation, including conditions that:
 - a) Require the applicant to enter into agreements with the municipality as contemplated by the Municipal Government Act, including the provision of security as outlined in the agreements;
 - b) Require the applicant to repair or reinstate, or to pay for the repair or reinstatement, to original condition, any roads, municipal signage, curbing, sidewalk, boulevard landscaping and tree planting which may be damaged, destroyed, or otherwise harmed during construction of the development or subdivision;
 - c) Respect the time within which a subdivision or any part of it is to be completed;
 - d) Limit the length of time for the phasing of development or subdivision; and
 - e) Indicate the maximum density of dwelling units that may be allowed to occupy the site.

1.18 Right of Entry

- 1) Right of Entry procedures shall be governed by the *Municipal Government Act*.
- 2) The Chief Administrative Officer, Development Authority, Subdivision Authority, Peace Officer, or such other person designated by Council, are “designated officers” for the purposes of Subsection (1) above and the *Municipal Government Act*.

1.19 Bylaw Contravention

Orders and municipal actions to remedy a contravention under this Bylaw shall be governed by the Municipal Government Act.

1.20 Authority and Responsibility of the Peace Officer

- 1) The Peace Officer has the following authority and responsibility with respect to the Land Use Bylaw,
 - a) Respond to and investigate complaints as directed by the Development Officer from time to time, and
 - b) Issue warnings, notices, tickets and tags as directed by the Development Officer from time to time, in accordance with Section 1.21 of this Bylaw.

1.21 Offences and Penalties

- 1) This Bylaw shall be enforced and contravention of any provision contained herein will be acted upon within the legal authority of the Council and potentially by the Court of Queen’s Bench of Alberta.
- 2) A person who contravenes any provision of the Municipal Government Act, this Bylaw, an Order under this Bylaw, a Development Permit, a subdivision approval, or who obstructs or hinders any person in the exercise or performance of their powers or duties under this Bylaw

or Municipal Government Act is guilty of an offense and is liable to the penalties provided for in the Municipal Government Act.

- 3) A person who is guilty of an offence referred to in Subsection (2) is liable to a fine of not more than \$10,000 or to imprisonment for not more than one year, or to both fine and imprisonment.
- 4) Municipal Tags:
 - a) A Peace Officer is hereby authorized and empowered to issue a Municipal Tag to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision for this Bylaw.
 - b) A Municipal Tag shall be served upon such person personally, or in the case of a corporation, by serving the Municipal Tag personally upon the Manager, Secretary or other Officer of the corporation, or a person in charge of a branch office, or by mailing a copy to such person by registered mail.
 - c) Where personal service cannot be affected upon a person, a Peace Officer may serve the Municipal Tag by leaving the Tag with a person on the premises who has the appearance of being at least eighteen (18) years of age.
 - d) A Municipal Tag shall be in a form approved by Council, and shall contain the following information:
 - i. The name of the person to whom the Municipal Tag is issued;
 - ii. The date of issue;
 - iii. A description of the offence, the section number of the Bylaw, and the date on which the offence occurred;
 - iv. The appropriate penalty for the offence as specified in the *Provincial Offences Procedure Act, RSA 2000, c. P-34*, and any amendments and regulations thereto, and this Bylaw, as amended by Council from time to time;
 - v. That the penalty shall be paid within a time prescribed by the Peace Officer in order to avoid prosecution; and
 - vi. Any other information as may be required by the Town Council from time to time.
 - e) Where a Municipal Tag has been issued pursuant to Section 1.21(4), the person to whom the Municipal Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town the penalty specified on the Municipal Tag within the time period provided.

1.21.1 Violation Tickets

- a) In those cases where a Municipal Tag has been issued and the penalty on the Municipal Tag has not been paid within the prescribed time, the Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act, RSA 2000* and amendments thereto.
- b) Notwithstanding Section 1.21(5) above, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw, notwithstanding that a Municipal Tag has not first been issued.
- c) Where a Violation Ticket has been issued to a person pursuant to this Bylaw, that person may plead guilty to the offence by submitting to a Clerk of the Provincial

Court, the specified penalty set out in the Violation Ticket at any time prior to the appearance date indicated on the Violation Ticket.

1.21.2 Any written notice, or Order, or decision that is required under any provision of this Bylaw to be provide to any person shall be deemed to have been so provided if it is:

- a) Delivered personally to the person or their agent it is directed to; or
- b) Mailed by certified mail to the last known address of the person it is directed to; or
- c) Left with any agent or employee or resident at the last known address of the person to whom it is directed.

1.21.3 Paying a penalty or pleading guilty does not constitute an approval to continue the activity in violation of the Land Use Bylaw.

1.22 Temporary Permits

- 1) The Development Authority may, except in Residential Districts, approve an application for discretionary use for any temporary period of time.
- 2) If the subject lands are in a Residential District, the Development Authority may only approve an application for temporary development permit if the application is for a Residential Sales Centre.
- 3) A Temporary Permit may be issued for the stripping and grading of lands in any District where an engineered stamped drawing for the grading of the lands approved by the Town's Engineer is submitted with the application.
- 4) A Temporary Permit may be issued for a period of up to one year, with extensions granted at the sole discretion of the Development Authority.
- 5) A Temporary Building shall consist of a building constructed without any foundation below grade or any other building determined by the Development Authority to be temporary as a condition to the issuance of the Development Permit.



REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017

SUBJECT: Arctic Youth Summit – Request for Monetary Contribution

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 7.1

BACKGROUND/PROPOSAL:

Council received a presentation from Ms. St. Dennis during the October 10, 2017 Council Meeting. As Council is aware, Ms. St. Dennis is a Sundre High School student who asked Council to consider monetary sponsorship in order for her to attend a Global Vision Mission to Nunavut at the end of October 2017.

Global Vision is a non-profit organization that promotes youth leadership and entrepreneurship through education and hands-on experience to develop leaders that can make a difference in their communities, in Canada, and in the world.

Ms. St. Dennis has indicated that she has many goals in life, particularly to attend this important event and bring back what she's learned to make a difference not only with her culture, Metis, but with all cultures and ages. She hopes that what she will be able to share what she learns in order to foster and open dialogue, and enhance relationships between youth and organizations and/or individuals in the Sundre community.

ADMINISTRATION RECOMMENDATIONS:

Council directed Administration to research funding options and bring back an RFD to the October 23, 2017 Regular Council Meeting. Based on the value that this initiative will bring to the youth of Sundre, as noted in Ms. St. Dennis' presentation, Administration is supportive of providing funding, in an amount determined by Council.

COSTS/SOURCE OF FUNDING:

Council approved in the 2017 Operational Budget \$5,000 for general disbursements in the Community Events Donations (2-86-00-770-00) line item. Currently, there is approximately \$1,000 remaining in this account.

MOTION:

The Town of Sundre Council supports Ms. St. Dennis to attend the Global Vision Mission to Nunavut through the sponsorship of \$ _____, with said funds to be charged to the Community Events Donations line budget.

OR

The Town of Sundre Council receives as information, the request to provide monetary support for Ms. St. Dennis to attend the Global Vision Mission to Nunavut at the end of October 2017.

ATTACHMENTS:

October 2, 2017 email from Ms. St. Dennis

“SCHEDULE D”**TERMS OF REFERENCE**

**(Ad Hoc)
Council Remuneration
Committee**

- PURPOSE:** *The Committee will function as an Ad-Hoc Public Committee of Council. Areas to be addressed include:*
- *Salary for Mayor, Deputy Mayor, and Councillors, including methodology, comparators and frequency*
 - *Per diem – amount and application*
 - *Benefits*
 - *Expenses*
 - *Mileage allowance*
 - *Any other matter directly related to Council remuneration*

The Committee will review the Council Remuneration Policy and provide a report no later than December 31, 2017.

- MEMBERSHIP:** *Council may appoint five (5) members at large to work with the Chief Administrative Officer.*

- MEETINGS:** *Meetings will be held at the call of the Chair as required.*

- TERM:** *The Committee’s mandate will expire once Council has approved the rate of remuneration for the 2018 – 2021 Council Term.*

AUTHORITY/RESPONSIBILITY:

The Chief Administrative Officer shall report committee findings to Council with the recommendations on changes to be established for members of Council.

Council shall receive the recommendations from the committee and shall place on the Council agenda discussion of the recommendations.

Monetary changes resulting from this policy shall be reviewed and incorporated into the annual operating budget for the Town.

Council Honorariums and per dem rates may be adjusted annually to reflect the Cost of Living Allowance (COLA) increased and approved in the annual operating budget, based on the recommendation of the Committee.



REQUEST FOR DECISION

COUNCIL DATE: October 23, 2017

SUBJECT: Resolution by Council to Uphold and Adhere to Bylaw 15.17 “Council Code of Conduct Bylaw”

ORIGINATING DEPARTMENT: Legislative Services

AGENDA ITEM: 8.2

BACKGROUND/PROPOSAL:

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. 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, and that 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;

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Council gave third and final reading to the “Council Code of Conduct” at the Regular Council Meeting, October 10, 2017.

ADMINISTRATION RECOMMENDATIONS:

Administration recommends that Council by Resolution agree to uphold and adhere to Bylaw 15.17 “Council Code of Conduct”.

COSTS/SOURCE OF FUNDING:

No costs to be incurred.

MOTION:

That the Council of the Town of Sundre by Resolution agrees to uphold and adhere to Bylaw 15.17 “Council Code of Conduct” for the purpose of ensuring effective leadership and the maintenance of appropriate conduct when carrying out their roles as Councillors

Attachment Bylaw 15.17

Date Reviewed: _____ CAO: _____

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, prejudice, 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.

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.

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.

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.

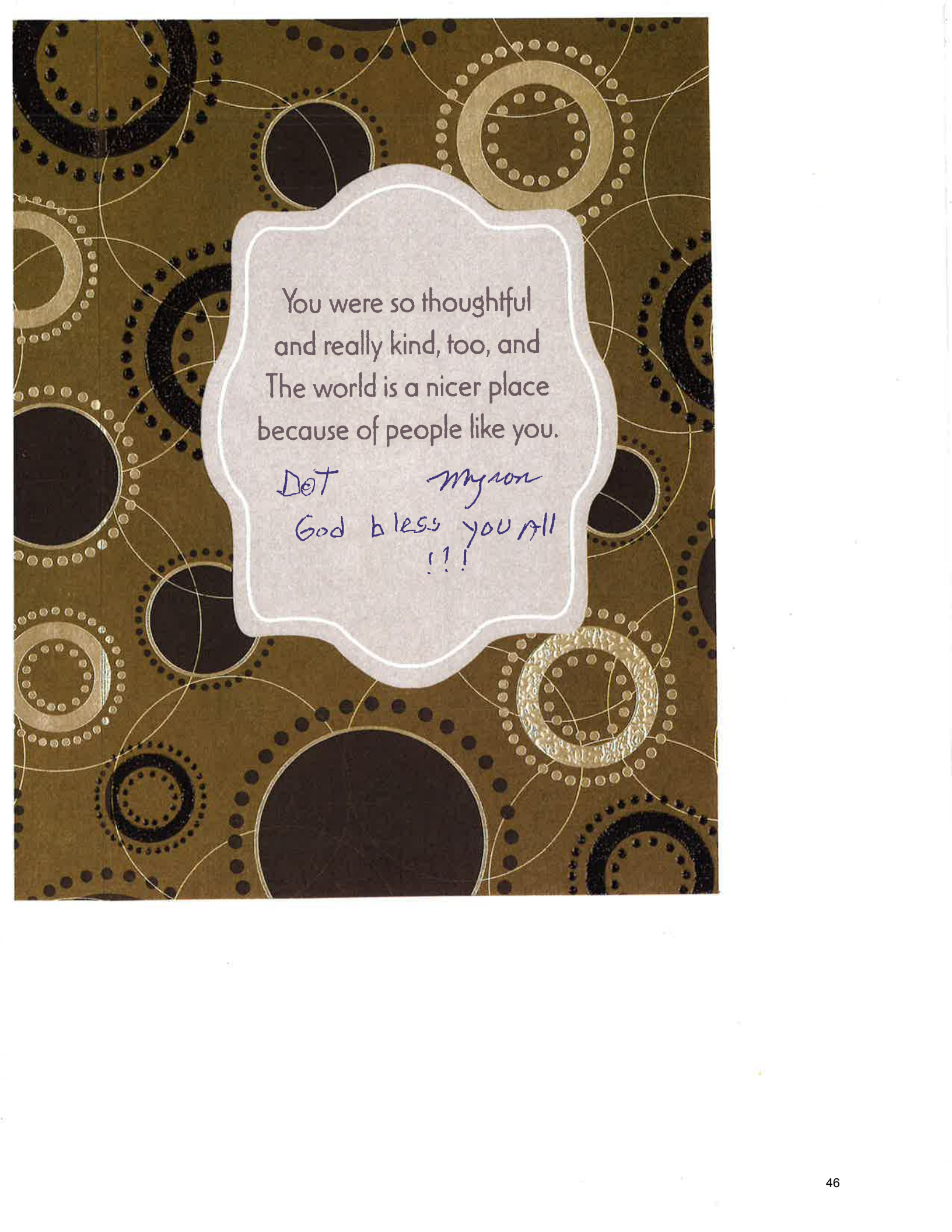
Please see the attached Schedule "C"

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.





You were so thoughtful
and really kind, too, and
The world is a nicer place
because of people like you.

Dot Myron
God bless you all
!!!