



Organizational Meeting
Council Chambers
October 26, 2020
5:30 p.m.

1. **Call to Order**
2. **Assignment of Seating** Pg. 1
3. **Bylaw 2019-01 Council Procedural Bylaw** Pg. 3
4. **Bylaw 2017-15 Council Code of Conduct Bylaw** Pg. 13
5. **Deputy Mayor Schedule** Pg. 28
6. **Schedule of Meetings** Pg. 29
7. **Committee / Board / Commission Appointments**
 - 7.1 Council Appointments Pg. 31
 - 7.2 Appointment of Public Members Pg. 34
8. **Adjournment of Organizational Meeting**

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 ext. 114.



REQUEST FOR DECISION

| | |
|-------------------------------|------------------------------|
| COUNCIL DATE | October 22, 2019 |
| SUBJECT | Assignment of Seating |
| ORIGINATING DEPARTMENT | Legislative Services |
| AGENDA ITEM | 2 |

BACKGROUND/PROPOSAL:

Council's seating arrangement is reviewed each year in October at the annual organizational meeting.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ALTERNATIVES:

That Council maintain the current seating arrangement.

or,

That Council approve the seating arrangement as amended.

MOTION:

At Council's discretion.

Date Reviewed: October 22, 2020

CAO: *Linda Nelson*

CURRENT COUNCIL SEATING ARRANGEMENT (viewed from public gallery) October 2019 - October 2020

| | | | | | | |
|-------------------------|---------------------------|-------------------------|---------------------|---------------------------|-------------------------|-------------------------|
| <i>Councillor Isaac</i> | <i>Councillor Warnock</i> | <i>Councillor Wolfe</i> | <i>Mayor Leslie</i> | <i>Councillor Preston</i> | <i>Councillor Dalke</i> | <i>Councillor Funke</i> |
|-------------------------|---------------------------|-------------------------|---------------------|---------------------------|-------------------------|-------------------------|

UPDATED COUNCIL SEATING ARRANGMENT (viewed from public gallery) October 2020 - October 2021

| | | | | | | |
|--|--|--|---------------------|--|--|--|
| | | | <i>Mayor Leslie</i> | | | |
|--|--|--|---------------------|--|--|--|



REQUEST FOR DECISION

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|-------------------------------|--|
| COUNCIL DATE | October 26, 2020 |
| 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 brief overview 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 brief overview of Council Procedural Bylaw 2019-01 as information.

MOTION:

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

Attachment:
Bylaw 2019-01

Date Reviewed: October 22, 2020

CAO: 

TOWN OF SUNDRE
BYLAW NO. 2019-01
Amended by Bylaw 2020-05
May 2020

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.

- 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.

- 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.

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.

9.7 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.

Bylaw 2020-05

9.9 Participation of Councillors to attend a Closed Meeting of Council (In-Camera) by Electronic means.

Notwithstanding 9.8, in an Emergency Situation a Councillor may participate electronically in a Closed Meeting of Council (In Camera) under the following conditions:

- a) Notification to the Chief Administrative Officer (CAO) in advance of the scheduled meeting;
- b) All printed material to be provided for the Closed Meeting of Council will be "watermarked" with the Councillors name, made available for pick-up at the Town Office, and must be returned to the CAO within 24 hours of the adjournment of the scheduled meeting;
- c) Each Councillor receiving any printed material must confirm in writing to the Chief Administrative Officer that the printed material was not duplicated in any way (photocopied, scanned, photographed or other);
- d) Confirmation from each Council member at the start of the meeting, that they are attending the Closed Meeting in isolation and that no other person is in attendance or may hear the proceedings of the meeting.

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.

- 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

- (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.

- 18.14 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.

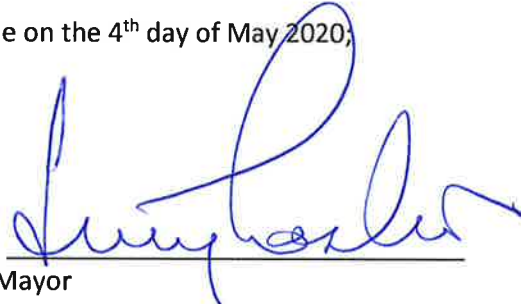
- (a) be considered at the regular council meeting preceding the meeting at which the reconsideration of the matter is being requested;
 - (b) specify the meeting proposed to bring the matter for reconsideration;
 - (c) indicate, in the substantive portion of the motion, the action which is proposed 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,

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.

Amending Bylaw 2020-05 Read for the third and final time on the 4th day of May 2020;
Motion No.: 095-04-05-20



Handwritten signature of the Mayor in blue ink, written over a horizontal line.

Mayor



Handwritten signature of the Chief Administrative Officer in blue ink, written over a horizontal line.

Chief Administrative Officer



REQUEST FOR DECISION

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|-------------------------------|--|
| COUNCIL DATE | October 26, 2020 |
| 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 review this Code of Conduct formally and informally, and their adherence thereto on a regular and ongoing basis.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

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 22, 2020

CAO: Amida Nebm

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.

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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,

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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

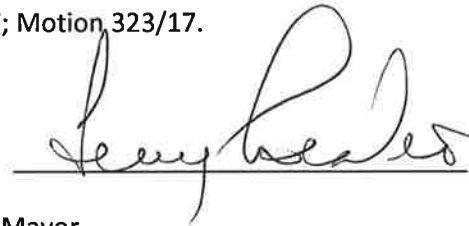
BEING A BYLAW OF THE TOWN OF SUNDRE IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL.

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

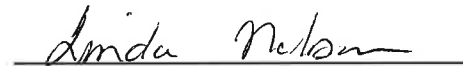
Read for the second time on this 10th day of October 2017; Motion 321/17

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.

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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 be 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.)

[illegible]

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

in the Province of Alberta,

this _____ day of _____, 20_____) _____

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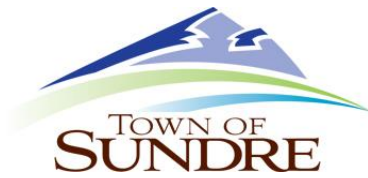
)

NAME

A Commissioner for Oath in and

for the Province of Alberta

dn



REQUEST FOR DECISION

| | |
|-------------------------------|---------------------------------|
| COUNCIL DATE | October 26, 2020 |
| SUBJECT | Deputy Mayor Appointment |
| ORIGINATING DEPARTMENT | Legislative Services |
| AGENDA ITEM | 5 |

BACKGROUND/PROPOSAL:

Councillor Charlene Preston 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 for the balance of their term until the next Municipal Election in 2021:

| | |
|--------------------|---------------------------|
| 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.

ALTERNATIVES:

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

or,

That Council approve the Deputy Mayor schedule as amended.

MOTION:

At Council's discretion.

Date Reviewed: October 22. 2020

CAO: *Linda Nelson*



REQUEST FOR DECISION

| | |
|-------------------------------|-------------------------------------|
| COUNCIL DATE | October 26, 2020 |
| SUBJECT | Schedule of Council Meetings |
| ORIGINATING DEPARTMENT | Legislative Services |
| AGENDA ITEM | 6 |

BACKGROUND/PROPOSAL:

Council approves the meeting calendar for the following year at the annual Organization meeting held in October.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

ALTERNATIVES:

That Council approve the 2021 Meeting Calendar as presented.

or,

That Council approve the 2021 Meeting Calendar as amended.

MOTION:

At Council's discretion.

ATTACHMENTS:

2021 Council Meeting Calendar

Date Reviewed: October 22, 2020

CAO: *Linda Nelson*

Town of Sundre Meeting Calendar 2021

| 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 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | TH | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

| March | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| April | | | | | | |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| June | | | | | | |
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| July | | | | | | |
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| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| August | | | | | | |
|--------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

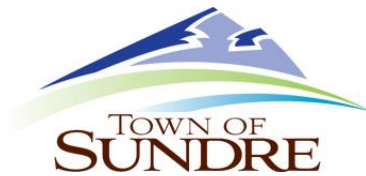
| September | | | | | | |
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| October | | | | | | |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| November | | | | | | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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| December | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |

| |
|---|
| Regular Council Meeting |
| Holidays |
| Council Hiatus |
| AUMA Convention |
| Holidays |
| New Year's Day - Jan 1 |
| Family Day - Feb 15 |
| Good Friday - April 2 |
| Easter Monday - Apr 5 |
| Victoria Day - May 24 |
| Canada Day - July 1 |
| Council Hiatus - July 2 - Aug 31 |
| Heritage Day - Aug 2 |
| Labour Day - Sept 6 |
| Thanksgiving - Oct 11 |
| Remembrance Day - Nov 11 |
| Council Hiatus - Dec 22 - Jan 2 |
| Christmas Day - Dec 25 |
| Boxing Day - Dec 26 |
| AUMA Nov. 17, 18, 19 Edmonton |
| Spring Workshop |
| Fall Workshop |
| Open House |
| Election Day |
| Election 2021 - Council Candidate Orientation |



REQUEST FOR DECISION

| | |
|-------------------------------|-----------------------------|
| COUNCIL DATE | October 26, 2020 |
| SUBJECT | Council Appointments |
| ORIGINATING DEPARTMENT | Legislative Services |
| AGENDA ITEM | 7.1 |

BACKGROUND/PROPOSAL:

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

Committees, Boards and Commissions have been separated into 3 categories as noted in the attached information.

Category One 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.

Category Two is Boards, Commissions or Partnerships with other Agencies.

Category Three is Organizations requesting Council Participation. Participation on these is at the discretion of Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

See attached.

ALIGNMENT WITH STRATEGIC PLAN

Strategic Plan Priority 1. Sustainable Governance

1.1 Improve communication and transparency with our stakeholders.

MOTIONS:

That the Town of Sundre Council appoint Councillor _____, Councillor _____ and Councillor _____ to the Grant Review Committee for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ to the Vision for Sundre Committee for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to the FCSS (Greenwood Neighbourhood Place) Board for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to the Sundre Municipal Library Board for a one year term, 2020-2021.

That the Town of Sundre Council appoint the Mayor, Councillor _____, and Councillor _____ to the Intermunicipal Collaboration Committee for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to Mountain View Seniors' Housing for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____, and Councillor _____ as Alternative, to the Mountain View Regional Waste Management Committee for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____, and Councillor _____ to the Intermunicipal Planning Commission for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____, and Councillor _____ as Alternative, to the Sundre & District Aquatic Society for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ as the Liaison between Council and the Central Alberta Economic Partnership for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ to Citizens on Patrol for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ to Sundre Search & Rescue for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to the Red Deer River Municipal Users Group for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to Red Deer River Watershed Alliance for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to the Sundre & District Chamber of Commerce for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ and Councillor _____ as Alternative, to the Sundre & District Historical Society for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ to Sundre Forest Products / West Fraser for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ as Sundre School Liaison for a one year term, 2020-2021.

That the Town of Sundre Council appoint Councillor _____ to the Sundre Petroleum Operators Group for a one year term, 2020-2021.

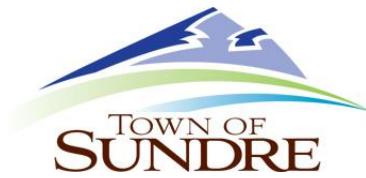
That the Town of Sundre Council appoint Councillor _____ to Sundre Coordinated Community Response for a one year term, 2020-2021.

ATTACHMENTS:

2020-2021 Appointment List

Date Reviewed: October 22, 2020

CAO: *Linda Nelson*



REQUEST FOR DECISION

| | |
|-------------------------------|--------------------------------------|
| COUNCIL DATE | October 22, 2020 |
| SUBJECT | Appointment of Public Members |
| ORIGINATING DEPARTMENT | Legislative Services |
| AGENDA ITEM | 7.2 |

BACKGROUND/PROPOSAL:

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

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

In an email dated October 15, 2020, Pat Toone stated she would like to remain as Council's representative on the Parkland Regional Library Board for one more year, with the term ending in October 2021.

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.

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 2021.

ATTACHMENTS:

Copy of October 15, 2020 email.

Date Reviewed: October 22, 2020

CAO: *Linda Nelson*

PARKLAND REGIONAL LIBRARY BOARD REPRESENTATION

2 messages

Betty Ann Fountain <bettyann.f@sundre.com>

Thu, Oct 15, 2020 at 9:00 AM

To: Pat Toone <gptoone@telusplanet.net>

Cc: Linda Nelson <linda.n@sundre.com>

Good Morning Pat,

The annual Organization Meeting of Council is scheduled for October 26, 2020.

Your term as the Town of Sundre's representative on the PRLB is a one (1) year term, as appointed on October 24, 2019.

We are writing to ask if you are in a position to continue to serve the community as a member of the PRLB, and if so, could you forward an email to this office by Noon on October 21 stating your intentions.

Your service to our community is greatly appreciated.

Sincerely,
Betty Ann

--



BETTY ANN FOUNTAIN

Senior Development Officer

Special Projects Co-ordinator

T. 403-638-3551 Ext. 102

F. 403-638-2100

bettyann.f@sundre.com

www.sundre.com

Pat Toone <gptoone@telusplanet.net>

Thu, Oct 15, 2020 at 3:52 PM

To: Betty Ann Fountain <bettyann.f@sundre.com>

Betty Ann, I would like to represent the Town on the Parkland Regional Library Board for the next year. Most of the meetings will be held by Zoom for the balance of this year. Please submit my name for the organizational meeting.

Thanks
Pat Toone

[Quoted text hidden]