

-
1. **Call to Order**
 2. **Land Acknowledgement**
 - 2.1 Treaty Six Land Acknowledgement - Blackfalds Town Council acknowledges that we are on Treaty 6 territory, a traditional meeting ground, gathering place, and travelling route to the Cree, Saulteaux (So-toe), Blackfoot, Métis, Dene (De-nay) and Nakota Sioux (Sue). We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.
 3. **Adoption of Agenda**
 - 3.1 Agenda for March 28, 2023
 4. **Delegation**
 - 4.1 Anam Rural Youth Association, *Louise Rellis*
 5. **Public Hearing**

None
 6. **Business Arising from Minutes**
 - 6.1 Request for Decision, Funding Request - Anam Rural Youth Association
 - 6.2 Request for Decision, Bylaw 1278.23 - Council Code of Conduct Bylaw (*new*)
 7. **Business**
 - 7.1 CAO Report (*verbal*)
 - 7.2 Request for Decision, Policy 169.23 - Policy Governance Framework
 - 7.3 Request for Decision, Bylaw 1280.23 - Election Sign Bylaw
 - 7.4 Request for Decision, Proclamation - National Volunteer Week
 - 7.5 Request for Decision, 1.5 Ton Truck Award
 8. **Action Correspondence**

None
 9. **Information**
 - 9.1 Parkland Regional Library System 2022 Annual Report
 - 9.2 County of Lacombe Highlights – March 9, 2023
 - 9.3 City of Lacombe Highlights – March 13, 2023
 10. **Round Table Discussion**
 - 10.1 Mayor Hoover
 - 10.2 Deputy Mayor Svab
 - 10.3 Councillor Sands
 - 10.4 Councillor Coulter
 - 10.5 Councillor Stendie
 - 10.6 Councillor Appel
 11. **Adoption of Minutes**
 - 11.1 Minutes from the Regular Council Meeting on March 14, 2023
 - 11.2 Minutes from the Special Meeting of Council on March 20, 2023
 - 11.3 Minutes from the Standing Committee of Council on March 20, 2023
 12. **Notices of Motion**

None
 13. **Business for the Good of Council**

None
 14. **Confidential**

None
 15. **Adjournment**
-

Future Meetings/Events:

- Regular Meeting – April 11, 2023
- Standing Committee of Council Meeting – April 17, 2023



2023

TOWN OF BLACKFALDS

Business Case



MISSION

Empowering vulnerable youth and young adults, through education and healthy relationships, to realize their true potential with the confidence to accept the limitations of others' capacity does not predict their future

VISION

To remove barriers limiting the success of youth while building rural communities' strengths, engaging youth to participate in and contribute to society to their fullest potential

SUPPORT SERVICE

Providing a mobile, one on one, trauma informed, crisis intervention, psychological first aid approach to youth, aged 13+, and young adults struggling with Mental Health, High Conflict Divorce, Parent Conflict, Bullying, Uttering Threats and the Inappropriate Use of Social Media



OVERVIEW

Anam Rural Youth, ARYA, provides a mobile, one on one, trauma informed, crisis intervention, psychological first aid approach support service, focusing on vulnerable, at risk and high-risk youth, aged 13+, and young adults.

Individuals who have experienced trauma often have complex medical, behavioural health, and social service needs and, therefore, require care from an array of providers. A multipronged approach, integrating different levels of support is needed to effectively address youth and young adults struggling with their mental health.

A traditional, office-based approach is often a deterrent to struggling youth and young adults. Mental Health is not just bringing in therapists. It is going out into spaces, enabling connection, fostering healing and resilience.

Providing a mobile, psychological first aid approach support service improves health outcomes by removing access barriers and promotes health equity.

The more choice an individual has and the more control they have over their service experience, the more likely the individual will participate in services and the more effective the services may be.

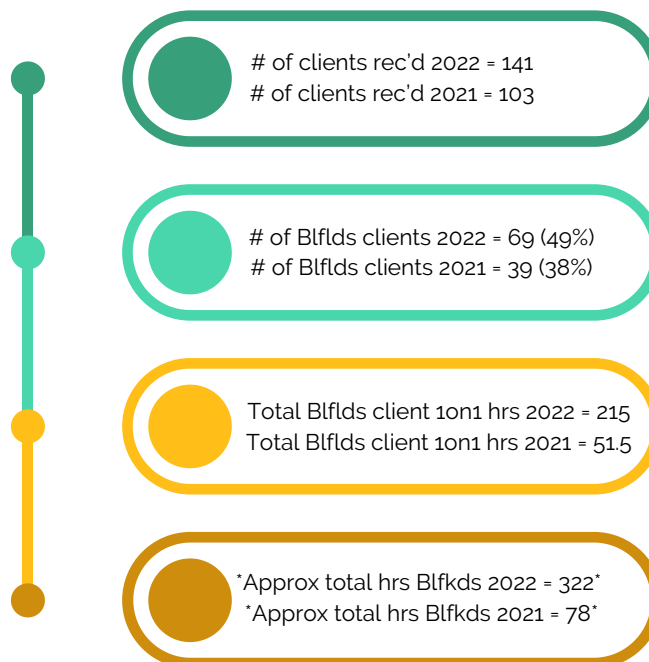
You cannot script a program that is going to be successful for every single youth/young adult. Individual personal history and unique psychological and relational strengths and deficits influence reactions and behaviour's.

ARYA's one on one approach prioritizes identifying and nurturing an individual's strength, while offering personalized support that is sensitive to their cultural and developmental needs.

Core Principal: Trauma Informed Core Focus: Vulnerable, At Risk & High-Risk youth, aged 13+, and young adults



COMMUNITY SNAPSHOT



*approx client support/admin hours, not including case conferencing hours, multi-disciplinary meetings, collaborative community meetings, organizational meetings, etc...



REQUEST

ARYA is requesting \$3 per capita.

These funds will aid in the complex, diverse and dynamic support service ARYA provides to the youth, aged 13+, and young adults, entrenched in adverse negative behaviours and have experienced or are experiencing trauma in the community.

ARYA will provide relevant feedback to Administration, void of identifying details, to aid in the development and facilitation of trauma informed programs and services, if requested.

ARYA is currently funded through the Community CIP grant, and multiple varying community grant initiatives.

YOUTH SUPPORT STAFF

ARYA youth support staff will have a diploma in child/youth care or a related human services field.

ARYA youth support staff will receive continuous upskilling opportunities through a work integrated approach.

ARYA is currently in the process of recruiting part time staff.



SUMMARY OF NEED

Adverse experiences can happen at the interpersonal level, at the community level, or at the broader societal level.

Youth and young adults who have experienced trauma and/or adversity can face higher rates of being disciplined in school and in the community, due to factors such as behavioural issues. They often relocate their negative behaviours rather than reduce it.

Successfully supporting youth and young adults is built on community assets utilizing a collective responsibility.

ARYA has been pivotal in providing information and services to the Town of Blackfalds since forming as a grass roots non profit society in 2021.

During ARYA's inception we made the Town aware of homeless community members. Of which, there was no prior knowledge when we reached out with this information. We have also brought sex trafficking in the community to the Town's attention and have been pivotal in facilitating the development of the Blackfalds Youth Action Coalition and the LGBTQ2S+ youth group. All within approx 1.5 years of 'opening our doors'.

Youth and young adults are a product of their opportunities to develop individual competencies and experience supportive conditions.

The successful development of youth and young adults is linked to their capacity to thrive, which is influenced by opportunities for personal growth and supportive environments in their community.

Social determinants of adversity and/or trauma are the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Addressing social determinants of negative behaviour, improving service provision, integration and coordination accessibility and outcomes for priority populations can result in better outcomes for the community.

There is a need for community infrastructure, programs and services to prioritize intervention in addressing trauma and negative behaviours. As there is currently no proven way to prevent them from happening using evidence-based techniques, we must not be unintentionally detrimental to the ability to intervene.

Social support is known to be an essential curative factor in recovery from trauma. Obviously prevention is preferable, but interventions to help youth and young adults get the social and community support they need are critical for improving health and well-being.

Service provision facilitates effective integrated care, and maximize the impact of available funding by integrating the full range of support.

Community infrastructure, including the capacity to offer effective intervention services will maximize the impact of positive outcomes for priority populations and for the community.



MEETING DATE: March 28, 2022

PREPARED BY: Myron Thompson, Chief Administrative Officer

PRESENTED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: **Funding Request – Anam Rural Youth Association**

BACKGROUND

Ms. Louise Rellis with Anam Rural Youth Association (ARYA) came as a delegation to the January 10th Regular Council Meeting and provided a presentation by way of a Report to the Community on the services provided to the community of Blackfalds and other municipalities in the region. ARYA is a Not for Profit agency and was founded in 2021. ARYA provides mobile mental health support services for youth 13 years of age or older and young adults in the rural communities of Central Alberta and is operated by Ms. Rellis.

During her presentation, several questions were asked about her service including that of funding needs. Administration was asked to have further discussions with Ms. Rellis to better understand the services provided by ARYA, with that follow-up meeting taking place on February 8th. Data provided for 2022 indicates a total of 141 clients served, with 69 or 49% being residents of Blackfalds and the remainder in other jurisdictions.

DISCUSSION

At the February 8th meeting with Ms. Rellis, Administration was provided expanded information on the services provided by AYRA. In addition, a discussion took place on data pertinent to the Town of Blackfalds, specific information on what the services provided look like, and service activity in other municipalities within the region.

There was considerable discussion surrounding the request for funding which was based on a similar funding model of an amount per capita provided to Blackfalds Victim Services. Victim Services is a police based Provincial regulated service. The Town of Balckfalds over the past 10 years has provided a \$1/capita annually to assist them in meeting their financial needs in continuing to support the Community.

In preparation for bringing a funding request forward to Council for consideration, Administration requested that Ms. Rellis provide a number of items including:

- A Business Case containing the following:
 - Information pertaining to existing and anticipated funding.
 - Inclusion of funding request and information on how funds would be utilized.
 - Qualifications or credentials specific to the service provided.

The Business Case document as provided by Ms. Louise Rellis has been attached for information and Council's review. The funding request of \$3/capita would not be funding that is in the current municipal budget. Further, it could be determined that funding for meeting these social mental health needs should be a provincial responsibility. Administration acknowledges that our FCSS has annual grant funding available to support social preventative programming and that ARYA would likely meet

the program's funding criteria and further has applied and received some grant funding in 2021. This funding source sets out the criteria and oversight needed for funding these types of programs and programs such as Big Brothers Big Sisters have received annual funding over the past 8 years. If program funding needs outweigh annual grant funding available through this program Council and Administration may need to review funding allocations made available on an annual basis.

FINANCIAL IMPLICATIONS

The per capital request of \$3 would equate to approximately \$33,000. The current 2023 municipal budget does not include the funds for such a request. The additional \$33,000 would equate to a 0.3% tax increase bringing the total estimated tax increase to 5% for 2023.

Administration recommends against directly funding not-for-profit requests. If Council wishes to increase the support to community groups, an increase to the FCSS grants to organizations would be the correct means to do so. Currently, the FCSS grants to organizations have a budget of \$23,500 per year for all community groups. Administration did also inquire if surrounding municipalities have been approached for funding and AYRA has confirmed that they have not.

Additional information provided by Ms. Rellis includes funding from the following grants and initiatives in various amounts:

- Community Initiative Program
- Servus Credit Union
- Telus
- Rural Development Network
- Department of Justice

At the October 25, 2022, Regular Council Meeting, Administration brought forward the Municipal Office Space Policy which speaks to the utilization of the former FCSS building. The policy outlined the requirement for community groups to apply for office space. ARYA could potentially apply for in-kind usage of office space as the organization would meet the eligibility criteria.

ADMINISTRATIVE RECOMMENDATION

1. That Council provides further direction to Administration regarding the request for funding by Anam Rural Youth Association.

ALTERNATIVES

- a) That Council refers this item back to Council for further review.

ATTACHMENTS

- *Anam Rural Youth Association Business Case*
- *Anam Rural Youth Association Report to the Community*

APPROVALS



CAO Myron Thompson

Department Director/Author



2023

TOWN OF BLACKFALDS

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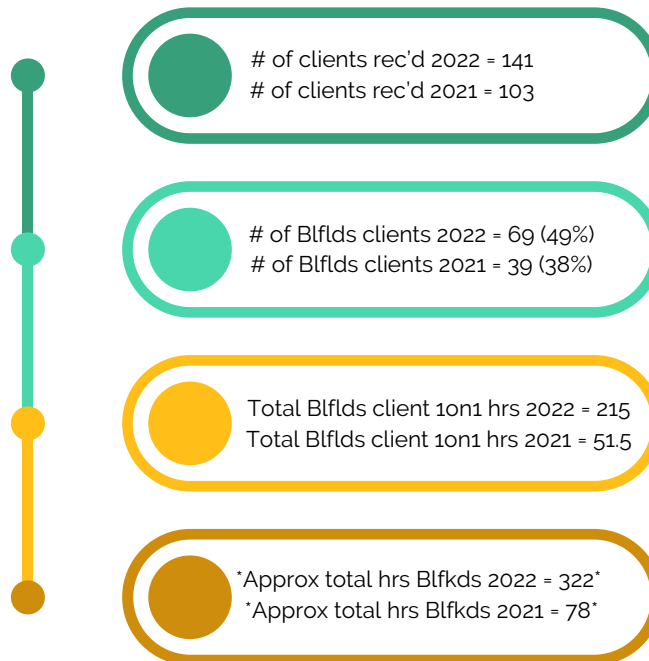
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2022

REPORT TO THE COMMUNITY

Blackfalds



BRIEF HISTORY OF Anam Rural Youth Association

Anam Rural Youth was founded in January 2021 due to witnessing an increasing gap in services available to vulnerable, at-risk, high-risk youth and young adults in rural communities, notably in Blackfalds. The more steps youth/young adults had to take to access support, the less likely they were to do so, compounded with having to leave their community for those supports. For those already in a state of crisis or heightened dysregulation, the act in and of itself in making an appointment and then getting there can further add to negative outcomes and prevent accessing supports. Anam was formed to provide a mobile support service, eliminating a major barrier.

"I can talk to you where
I couldn't talk to
anyone before. You
explain things in a way
that makes sense."
-19yrs male

WHAT WE DO

Anam is a free, mobile mental health support service providing a trauma informed, crisis intervention, psychological first aid approach to vulnerable, at risk, high-risk youth, aged 13+, and young adults, in the rural communities of Central Alberta.

We provide one on one support to those struggling with Mental Health, High Conflict Divorce, Parent Conflict, Bullying, Uttering Threats and the Inappropriate Use of Social Media.

Our support is connection focused, while building relationship and trust, with the core principle; Trauma Informed.

We meet our clients where they are at in their own community, bringing them for something to eat or drink while providing our psychological first aid approach support service. This enables us to strengthen connection ensuring our clients feel comfortable, safe, and secure, while aiding in their self-regulation.



FREQUENTLY ASKED QUESTIONS

Is there a cost to your service?

No, our services are free to access. We are grant funded and accept donations.

What age do you support & do I require parental consent?

We support youth aged 13+ and young adults up the age of 25. Youth aged 16+ do not require parental consent.

What do I have to do as a parent/caregiver?

The only requirement from the parent/caregiver is that the youth/young adult is there when we pick them up.

How often do you meet?

That is entirely dependent on the client. Our services are flexible and work around what you, as the client, need. There are no restrictions to the number of times we meet.

How long is the appointment for?

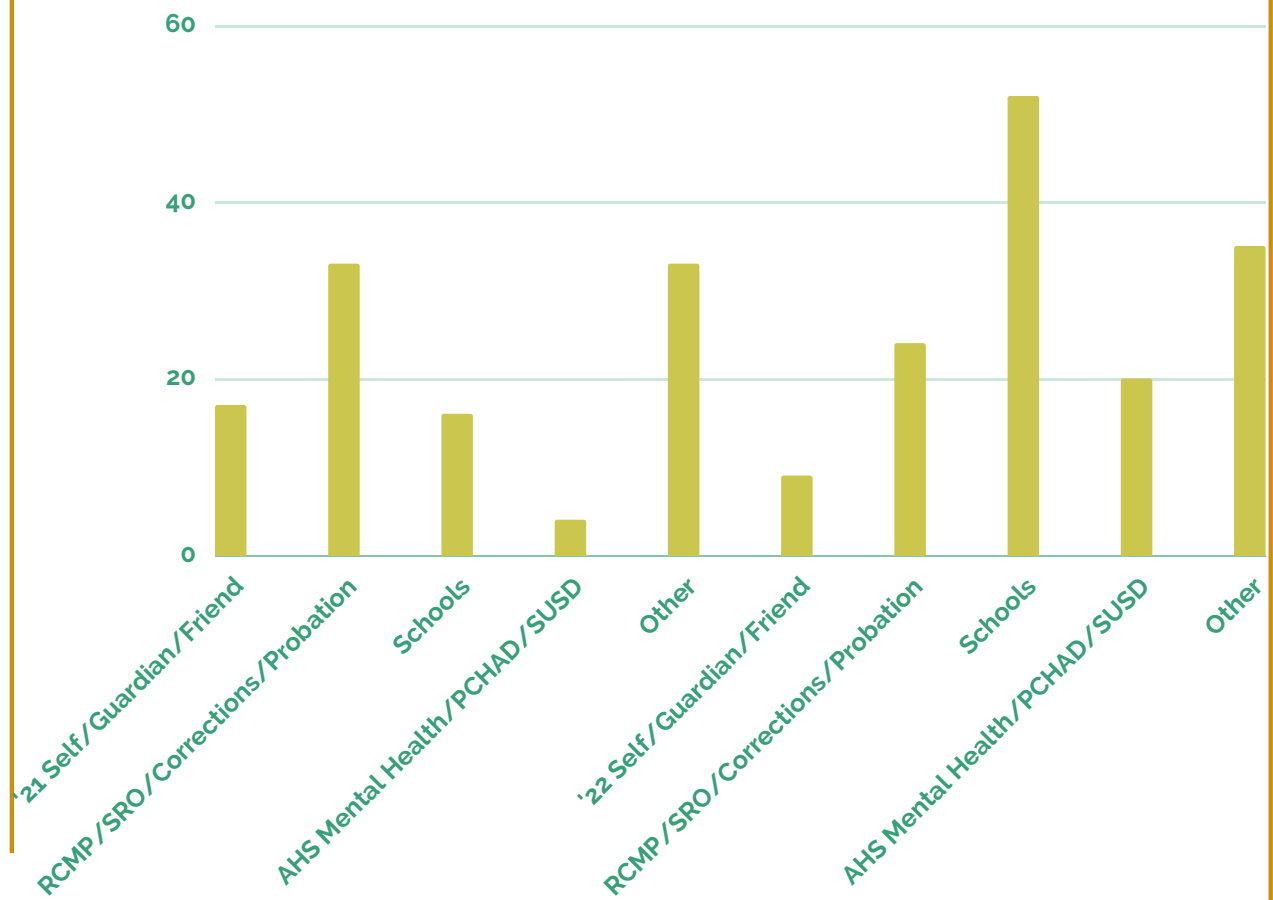
We generally meet for an hour, but that also varies from client to client.

I wish I found you sooner. I've done the hotlines, I've done lots of different agencies, you're the first one that actually hears me."
-16yrs female



REFERRALS

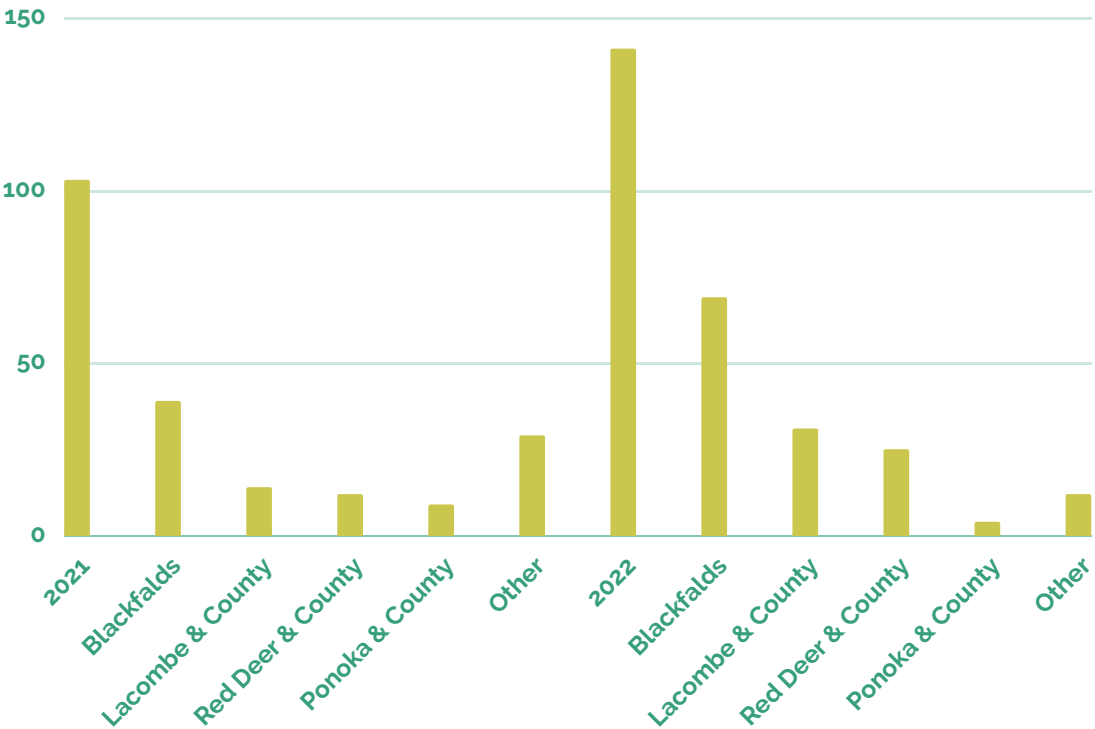
Since 'opening our doors' in April 2021 we have received 244 referrals across 27 communities from 41 different avenues.



COMMUNITIES

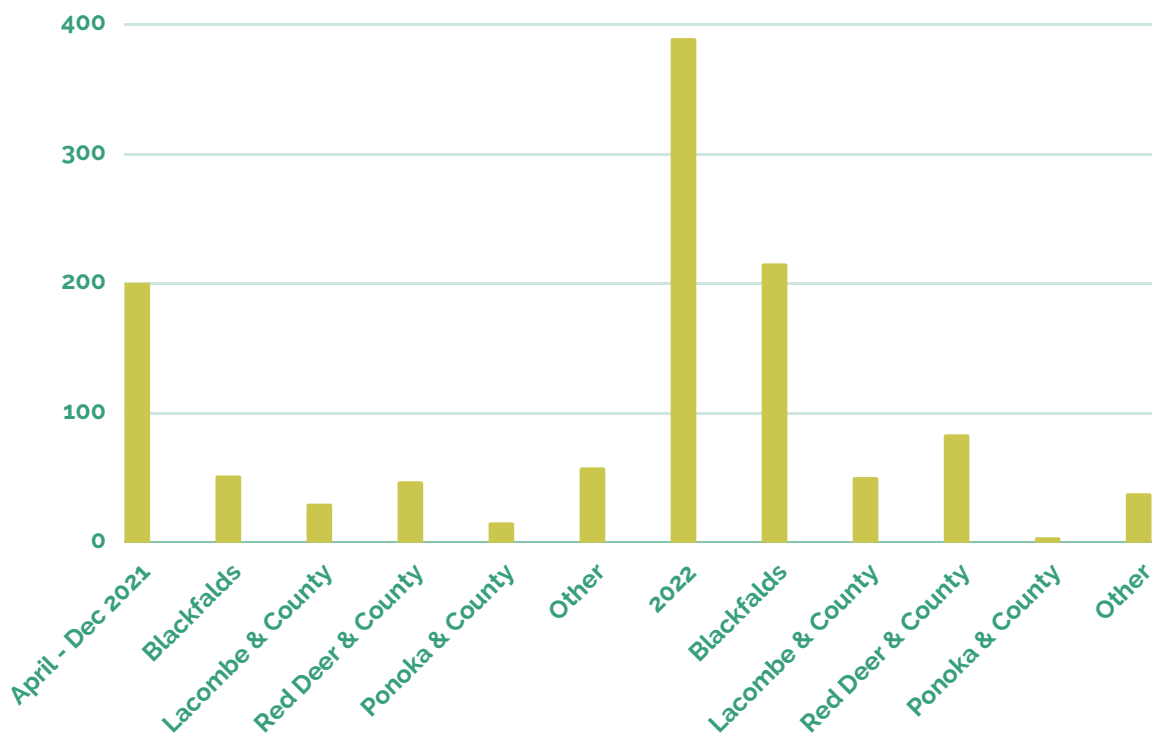
Blackfalds clients have steadily accounted for approximately 45% of our referrals.

"I've never felt so seen before."
16yrs - female, Blackfalds



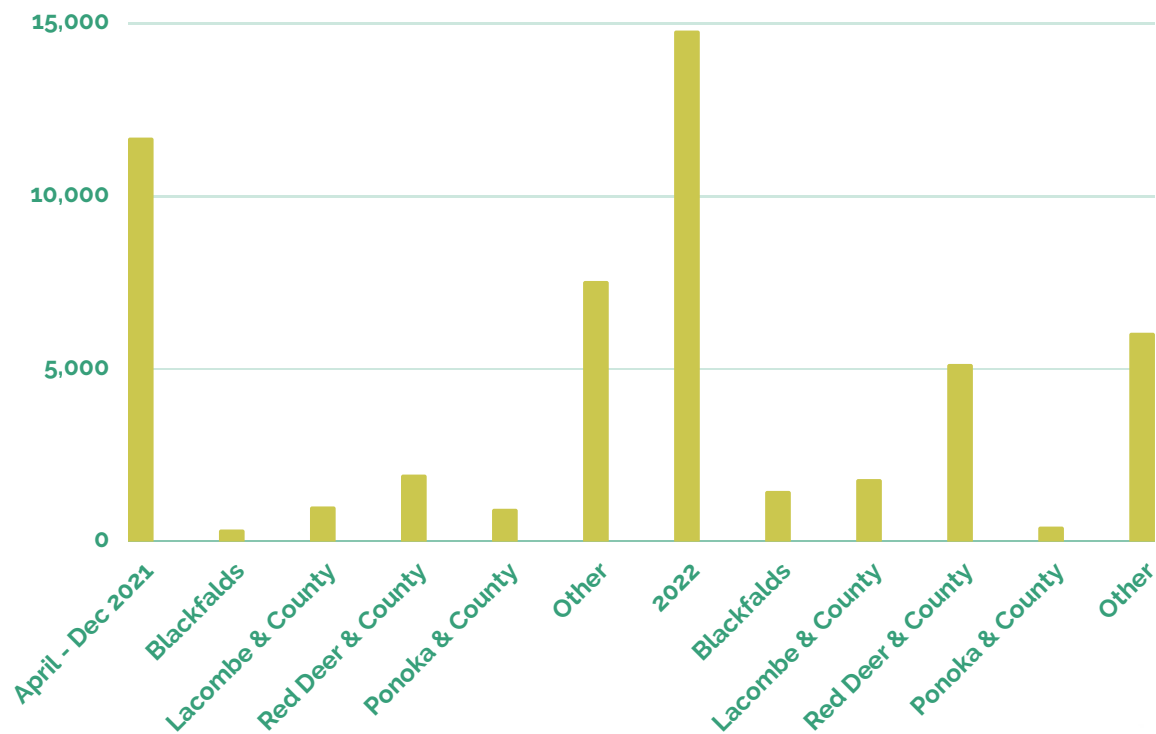
CLIENT SUPPORT HOURS

"You care, that's the difference. We have been passed around from so many who don't care."
Mom - Blackfalds



DISTANCE TRAVELLED

Distance travelled for one on one client support



COLLABORATIONS BUILT

BLACKFALDS YOUTH
ACTION COALITION

ADVISORY PANELS

BLACKFALDS YOUTH
LGBTQ2S+



MEETING DATE: March 28, 2023

PREPARED BY: Myron Thompson, Chief Administrative Officer

PRESENTED BY: Myron Thompson, Chief Administrative Officer

SUBJECT: **Bylaw 1278.23 - Council Code of Conduct Bylaw (new)**

BACKGROUND

The Town of Blackfalds, through a Request for Proposal process undertaken in 2022, secured the service of a consultant to undertake a Council Code of Conduct investigation. A secondary service that was provided in the firm's formal proposal was for service pertaining to the role of a Local Integrity Commissioner on a time and material basis.

DISCUSSION

The role of Local Integrity Commissioner is to act independently of Council and Administration to support a transparent and impartial process in key aspects relating to making recommendations and improvements to the Council Code of Conduct Bylaw. Their role would also include supporting members of Council in the performance of their functions and procedures relative to their governance role, providing advice and rulings on ethical challenges and issues, and completing investigations of complaints and alleged breaches of the Council Code of Conduct Bylaw.

Discussion took place at the February 14th Regular Council Meeting the following resolution was formally adopted:

041/23 *Councillor Appel moved That Council directs Administration to create a formal process to activate the role of the Local Integrity Commissioner in assisting with Council performance functions.*

CARRIED UNANIMOUSLY

At the Regular Council Meeting on February 28th, Council discussed three options that could be considered in bringing matters forward to the Integrity Commissioner and determined that the third option was most suitable. The following resolution precipitated this discussion:

048/23 *Deputy Mayor Svab moved That Council refer this matter back to Administration for further review and expand on option three and provide clarity whereby the Integrity Commissioner would be available to answer questions or to consider complaints with the power to determine if a matter warrants investigation.*

CARRIED UNANIMOUSLY

The current Council Code of Conduct Bylaw 1272.22 is being replaced by Bylaw 1278.23 which includes significant changes to Part 18 – Formal Complaint Process, to provide increased clarity and definition of the process as intended by Council relating to the role of Integrity Commissioner in the formal investigation of complaints. Bylaw 1278.23 was brought forward for review at the March 14th Regular Meeting of Council at which time it was referred back to Administration for further revisions.

These revisions have now been completed specific to Part 18 and Bylaw 1278.23 is before Council for adoption.

FINANCIAL IMPLICATIONS

Tracking budgetary costs will have to be further determined to ensure financial oversight by Administration. The spring budget adjustment will update costs related to the activities outlined.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.
2. That Council give Second Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.
3. That Council give unanimous consent for Third and Final Reading of the new Council Code of Conduct Bylaw 1278.23, as presented.
4. That Council give Third and Final Reading to the new Council Code of Conduct Bylaw 1278.23, as presented.

ALTERNATIVES

- a) That Council does not give all three readings to the new Council Code of Conduct Bylaw.
- b) That Council refers this matter back to Administration for further review and action.

ATTACHMENTS

- *Council Code of Conduct Bylaw 1272.22 (current bylaw)*
- *Council Code of Conduct Bylaw 1278.23 (changes)*
- *Council Code of Conduct Bylaw 1278.23 (clean)*

APPROVALS

CAO Myron Thompson

Department Director/Author

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of compliance under the modernized MGA.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of members;

WHEREAS the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, members have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of members;

NOW THEREFORE, the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

PART 1 - TITLE

1. This Bylaw may be referred to as the **“Council Code of Conduct Bylaw”**.

PART 2 - DEFINITIONS

2. In this Bylaw, words have the meanings set out in the Act, except that:
 - a. **“Act”** means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - c. **“CAO”** means the chief administrative officer of the Municipality, or their delegate;
 - d. **“FOIP”** means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - e. **“Investigator”** means Council or the individual or body established by Council to investigate and report on complaints;
 - f. **“Member”** means a member of Council and includes a Councillor or the Mayor;
 - g. **“Municipality”** means the municipal corporation of the Town of Blackfalds.

PART 3 - PURPOSE AND APPLICATION

3. The purpose of this Bylaw is to establish standards for the ethical conduct of members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
4. This Code of Conduct applies to the Mayor and all members of Council.
5. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of member conduct and to prevent ethical conflicts and assist in their resolution.

PART 4 – PROPOSED ADDITION ON ROLES**6. COUNCIL ROLE**

- a. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- b. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer provided through legislation or bylaw.

7. COUNCIL DUTIES

- a. To consider and promote the welfare and interests of the municipality as a whole.
- b. To promote intermunicipal land use planning and service delivery.
- c. Develop and evaluate policies, programs, and services of the municipality.
- d. Actively and diligently participate in Council and Committee meetings.
- e. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- f. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- g. To attend mandatory member orientation training which shall be held no later than 90 days after a member takes the oath of office.
- h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

8. MAYOR DUTIES

- a. Performs the duties of a member.
- b. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- c. Acts as Official Council spokesperson.

PART 5 - REPRESENTING THE MUNICIPALITY

9. Members shall:
- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - c. conduct themselves in a professional manner, with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
 - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.
 - e. be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

10. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
11. A member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
12. A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
13. No member shall make a statement when they know that statement is false.
14. No member shall make a statement with the intent to mislead Council or members of the public.

PART 7 – USE OF SOCIAL MEDIA

15. Members may use social media either with a personal account or a government official account; however, they shall conduct themselves respectfully and ethically.
16. Members utilizing social media shall abide by any Town policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.
17. Abiding by Town policies will include both elected official social media accounts as well as private social media accounts when content relates to Town business and activities.

PART 8 - RESPECTING THE DECISION-MAKING PROCESS

18. Decision making authority lies with Council, and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.

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19. No member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
 20. Members shall conduct and convey Council business and all their duties in an open and transparent manner and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions, except those matters that are exceptions to disclosure required by the Freedom of Information and Protection of Privacy Act.
 21. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

PART 9 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

22. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
23. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
24. Members must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

PART 10 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

25. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
26. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
27. No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Municipality, or any member of the public.
28. No member shall speak or conduct themselves in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
29. Members shall not involve themselves in matters of Administration which fall within the jurisdiction of the Chief Administrative Officer, or which are identified as powers of the Chief Administrative Officer by the Municipal Government Act, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council
30. Members shall demonstrate compliance with any other policy or bylaw relating to respectful behavior in the workplace.
31. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any member or group of members.

32. Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined by Part 2 of this Bylaw;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

PART 11 - CONFIDENTIAL INFORMATION

33. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

34. In the course of their duties, members may also become privy to confidential information received outside of an in-camera meeting. Members must not:

- a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- b. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

35. No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 12 - CONFLICTS OF INTEREST

36. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

37. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

38. Members shall approach decision-making with an open mind that is capable of persuasion.

PART 13 - IMPROPER USE OF INFLUENCE

39. No member shall use the influence of the member's office for any purpose other than for the exercise of the member's official duties.

40. No member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council.

41. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position.

PART 14 - USE OF MUNICIPAL ASSETS AND SERVICES

42. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a member, subject to the following limited exceptions:
- a. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges
 - b. electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a member, may be used by the member for personal use, provided that the use is not for personal gain, or activities generally considered to be offensive or inappropriate.

PART 15 - ORIENTATION AND OTHER TRAINING ATTENDANCE

43. Every member must attend the orientation training offered by the Municipality within 90 days after the member takes the oath of office.
44. Unless excused by Council, every member must attend any other training organized at the direction of Council for the benefit of members throughout the Council term.

PART 16 – GIFTS AND HOSPITALITY

45. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
46. Gifts received by a member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the member ceases to hold office.
47. No member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

PART 17 - INFORMAL COMPLAINT PROCESS

48. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

49. INFORMAL COMPLAINT PROCEDURE

- a. Any person or a representative of an organization who has identified or witnessed behavior or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the "Code"), may wish to address the prohibited behavior or activity themselves as follows:
 - i. Advise the member that the behavior or activity contravenes the Code;
 - ii. Encourage the member to stop the prohibited behavior or activity;
 - iii. Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;

- iv. If applicable, confirm to the member your satisfaction with the response of the member; or if applicable, advise the member of your dissatisfaction with the response; and
 - v. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part 18, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.
- b. All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behavior or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART 18 - FORMAL COMPLAINT PROCESS

50. FORMAL COMPLAINT PROCEDURE

- a. Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - i. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - ii. All complaints shall be addressed to the Investigator;
 - iii. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation including date, time, witnesses, and points of the code that were breached;
 - iv. If the facts, as reported, include the name of one or more members who are alleged to be responsible for the breach of this Bylaw, the member or members concerned shall receive a copy of the complaint submitted to the Investigator;
 - v. Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - vi. Successive complaints received by the same party and determined to be frivolous or vexatious will not be considered nor acted upon.
 - vii. If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - viii. If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the member who is the subject of the complaint, the results of the Investigator's investigation;

- ix. A member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
- x. A member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense.
- xi. Council, the CAO and the Integrity Commissioner, and every person acting under his or her instructions, shall preserve confidentiality with respect to all matters that come to his or her attention in the course of any investigation under the Code except as required by law in a criminal proceeding.

PART 19 - COMPLIANCE AND ENFORCEMENT

- 51. Members shall uphold the letter and the spirit of intent of this Bylaw.
- 52. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 53. No member shall:
 - a. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 54. Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include:
 - a. a letter of reprimand addressed to the member;
 - b. requesting the member to issue a letter of apology;
 - c. publication of a letter of reprimand or request for apology and the member's response;
 - d. suspension or removal of the appointment of a member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - e. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - f. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - g. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member from fulfilling the legislated duties of a member and the sanction is not contrary to the Act.

PART 20 - REVIEW

- 55. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers

appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

PART 21 - DATE OF FORCE

56. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

PART 22– REPEAL OF BYLAW 1226.18

57. Bylaw 1226.18 – Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed.

READ for the first time this 24th day of May, A.D. 2022.

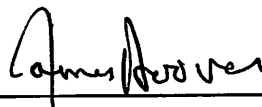
(RES. 153/22)


MAYOR JAMIE HOOVER


CAO MYRON THOMPSON

READ for the second time this 14th day of June, A.D. 2022.

(RES. 173/22)


MAYOR JAMIE HOOVER


CAO MYRON THOMPSON

READ for the third and final time this 14th day of June, A.D. 2022.

(RES. 174/22)


MAYOR JAMIE HOOVER


CAO MYRON THOMPSON

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of compliance under the modernized MGA.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of members;

WHEREAS, the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, members have a duty to adhere to the code of conduct established by council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of members;

NOW THEREFORE, the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

PART 1 - TITLE

1. This Bylaw may be referred to as the **“Council Code of Conduct Bylaw”**.

PART 2 - DEFINITIONS

2. In this Bylaw, words have the meanings set out in the Act, except that:
 - a. **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - c. **“CAO”** means the Chief Administrative Officer of the Municipality, or their delegate;
 - d. **“FOIP”** means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - e. **“Investigator”** means the individual or body established by Council to investigate and report on complaints;
 - f. **“Member”** means a member of Council and includes a Councillor or the Mayor;
 - g. **“Municipality”** means the municipal corporation of the Town of Blackfalds.

PART 3 - PURPOSE AND APPLICATION

3. The purpose of this Bylaw is to establish standards for the ethical conduct of members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
4. This Code of Conduct applies to the Mayor and all members of Council.
5. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of member conduct and to prevent ethical conflicts and assist in their resolution.

PART 4 – PROPOSED ADDITION ON ROLES**6. COUNCIL ROLE**

- a. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- b. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer provided through legislation or bylaw.

7. COUNCIL DUTIES

- a. To consider and promote the welfare and interests of the municipality as a whole.
- b. To promote intermunicipal land use planning and service delivery.
- c. Develop and evaluate policies, programs, and services of the municipality.
- d. Actively and diligently participate in Council and Committee meetings.
- e. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- f. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- g. To attend mandatory member orientation training which shall be held no later than 90 days after a member takes the oath of office.
- h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

8. MAYOR DUTIES

- a. Performs the duties of a member.
- b. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- c. Acts as Official Council spokesperson.

PART 5 - REPRESENTING THE MUNICIPALITY

9. Members shall:
- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - c. conduct themselves in a professional manner, with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;
 - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny; and
 - e. be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

10. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
11. A member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
12. A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
13. No member shall make a statement when they know that statement is false.
14. No member shall make a statement with the intent to mislead Council or members of the public.

PART 7 – USE OF SOCIAL MEDIA

15. Members may use social media either with a personal account or a government official account; however, they shall conduct themselves respectfully and ethically.
16. Members utilizing social media shall abide by any Town policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.
17. Abiding by Town policies will include both elected official social media accounts as well as private social media accounts when content relates to Town business and activities.

PART 8 - RESPECTING THE DECISION-MAKING PROCESS

18. Decision making authority lies with Council, and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.

19. No member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
20. Members shall conduct and convey Council business and all their duties in an open and transparent manner and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions, except those matters that are exceptions to disclosure required by the *Freedom of Information and Protection of Privacy Act*.
21. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

PART 9 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

22. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
23. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
24. Members must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

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28. No member shall speak or conduct themselves in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
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PART 17 - INFORMAL COMPLAINT PROCESS

48. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

49. INFORMAL COMPLAINT PROCEDURE

a. Any person or a representative of an organization who has identified or witnessed behaviour or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the “Code”), may wish to address the prohibited behaviour or activity themselves as follows:

- i. Advise the member that the ~~behavior~~behaviour or activity contravenes the Code;
- ii. Encourage the member to stop the prohibited ~~behavior~~behaviour or activity;
- iii. Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;

- iv. If applicable, confirm to the member your satisfaction with the response of the member; or if applicable, advise the member of your dissatisfaction with the response; and
 - v. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part 18, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.
- b. All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART 18 - FORMAL COMPLAINT PROCESS

50. FORMAL COMPLAINT PROCEDURE

- a. The Chief Administrative Officer shall delegate authority to a third-party consultant who will act in the role of ~~investigator~~Investigator and undertake activities outlined in the ~~formal complaint procedure~~Formal Complaint Procedure reporting directly to Council.
- ~~b.~~ Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint to the Investigator.
- ~~c.~~ Upon receipt of a complaint ~~The Investigator shall review the complaint and undertake the required activities to determine the course of action to be taken. It is expected that the Investigator shall undertake the review and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate. If the investigation has already commenced the Investigator may terminate any investigation or may dispose of the complaint in a summary manner upon which the complainant and Council shall be notified of the Investigator's decision.~~
- ~~b.d.~~ ~~The~~ consulting fee time for the initial review will not exceed a half hour of billable time for the initial review process.
- ~~c.e.~~ Council, upon receiving the initial investigation report provided by the Investigator, shall by consensus determine if the full investigation shall proceed.
- ~~d.~~ ~~The Investigator shall provide monthly reports to Council relative to the investigation and in addition provide Council with a copy of the billing for consulting work performed for the investigation.~~
- f. ~~The~~ a formal complaint investigation process is undertaken it will take place in accordance with the following ~~procedure~~requirements and procedures:
 - i. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - ii. All complaints shall be addressed to the Investigator;

- iii. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation including date, time, and any witnesses, ~~and points of involved in the code that were breached perceived breach~~;
- iv. If the facts, as reported, include the name of one or more members who are alleged to be responsible for the breach of this Bylaw, the member or members concerned shall receive a copy of the complaint submitted to the Investigator;
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- ~~viii-v.~~ Successive complaints received by the same party and determined to be frivolous or vexatious will not be considered nor acted upon;
- ~~ix-vi.~~ If Council authorizes the Investigator ~~decides~~ to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- ~~x-vii.~~ ~~If the Investigator is not Council, the~~The Investigator shall, upon conclusion of the investigation, provide ~~the~~ Council and ~~the any~~ member(s) who is or are the subject of the complaint, the results of the Investigator's investigation by way of a formal report;
- ~~xi-viii.~~ ~~A~~Any member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council ~~deliberates~~ and makes prior to Council's deliberation and making any ~~decision~~decisions or any ~~sanctions~~sanctions that may be imposed;
- ~~xii-ix.~~ ~~A~~Any member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense-;
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- b. requesting the member to issue a letter of apology;
- c. publication of a letter of reprimand or request for apology and the member's response;
- d. suspension or removal of the appointment of a member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- e. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- f. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- g. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member from fulfilling the legislated duties of a member and the sanction is not contrary to the Act.

PART 20 - REVIEW

55. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

PART 21 - DATE OF FORCE

56. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

PART 22- REPEAL OF BYLAW 1272.22

57. Bylaw 1272.22 – Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed.

READ for the first time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

DRAFT

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of compliance under the modernized MGA.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of members;

WHEREAS, the Alberta Code of Conduct for Elected Officials Regulation provides minimum requirements for the contents of the Code of Conduct

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, members have a duty to adhere to the code of conduct established by council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Blackfalds;

AND WHEREAS, the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS, a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of members;

NOW THEREFORE, the Council of the Town of Blackfalds, in the Province of Alberta, duly assembled, enacts as follows:

PART 1 - TITLE

1. This Bylaw may be referred to as the **“Council Code of Conduct Bylaw”**.

PART 2 - DEFINITIONS

2. In this Bylaw, words have the meanings set out in the Act, except that:
 - a. **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b. **“Administration”** means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
 - c. **“CAO”** means the Chief Administrative Officer of the Municipality, or their delegate;
 - d. **“FOIP”** means Alberta’s Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - e. **“Investigator”** means the individual or body established by Council to investigate and report on complaints;
 - f. **“Member”** means a member of Council and includes a Councillor or the Mayor;
 - g. **“Municipality”** means the municipal corporation of the Town of Blackfalds.

PART 3 - PURPOSE AND APPLICATION

3. The purpose of this Bylaw is to establish standards for the ethical conduct of members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.
4. This Code of Conduct applies to the Mayor and all members of Council.
5. The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of member conduct and to prevent ethical conflicts and assist in their resolution.

PART 4 – PROPOSED ADDITION ON ROLES**6. COUNCIL ROLE**

- a. The fundamental role of Council is to provide direction, make policy decisions and to represent the public interest.
- b. Council must not exercise a power, function or duty that is specifically assigned to the Chief Administrative Officer provided through legislation or bylaw.

7. COUNCIL DUTIES

- a. To consider and promote the welfare and interests of the municipality as a whole.
- b. To promote intermunicipal land use planning and service delivery.
- c. Develop and evaluate policies, programs, and services of the municipality.
- d. Actively and diligently participate in Council and Committee meetings.
- e. Keep in confidence matters discussed in closed sessions (in-camera) at Council or Committee meetings until such time as the issue is discussed at a meeting held in public.
- f. To support the role of the Council and its Administration, the policies and Bylaws of the municipality and the decisions of the Council.
- g. To attend mandatory member orientation training which shall be held no later than 90 days after a member takes the oath of office.
- h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct.

8. MAYOR DUTIES

- a. Performs the duties of a member.
- b. Presides at Council meetings, including the preservation of good order and decorum, ruling on Points of Order and deciding all questions relating to the orderly procedure of the meeting.
- c. Acts as Official Council spokesperson.

PART 5 - REPRESENTING THE MUNICIPALITY

9. Members shall:
- a. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - b. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - c. conduct themselves in a professional manner, with dignity, and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;
 - d. arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny; and
 - e. be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

10. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
11. A member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
12. A member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
13. No member shall make a statement when they know that statement is false.
14. No member shall make a statement with the intent to mislead Council or members of the public.

PART 7 – USE OF SOCIAL MEDIA

15. Members may use social media either with a personal account or a government official account; however, they shall conduct themselves respectfully and ethically.
16. Members utilizing social media shall abide by any Town policies in place with respect to behavior and content and shall support the role of Council and respect the differences of opinion.
17. Abiding by Town policies will include both elected official social media accounts as well as private social media accounts when content relates to Town business and activities.

PART 8 - RESPECTING THE DECISION-MAKING PROCESS

18. Decision making authority lies with Council, and not with any individual member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present.

19. No member shall attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
20. Members shall conduct and convey Council business and all their duties in an open and transparent manner and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions, except those matters that are exceptions to disclosure required by the *Freedom of Information and Protection of Privacy Act*.
21. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

PART 9 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

22. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
23. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
24. Members must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

PART 10 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

25. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
26. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
27. No member shall use indecent, abusive, or insulting words or expressions toward another member, any employee of the Municipality, or any member of the public.
28. No member shall speak or conduct themselves in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
29. Members shall not involve themselves in matters of Administration which fall within the jurisdiction of the Chief Administrative Officer, or which are identified as powers of the Chief Administrative Officer by the *Municipal Government Act*, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council.
30. Members shall demonstrate compliance with any other policy or bylaw relating to respectful behaviour in the workplace.
31. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any member or group of members.

32. Members must not:

- a. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined by Part 2 of this Bylaw;
- b. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c. maliciously or falsely injure the professional or ethical reputation or the prospects or practice of employees of the Municipality.

PART 11 - CONFIDENTIAL INFORMATION

33. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

34. In the course of their duties, members may also become privy to confidential information received outside of an in-camera meeting. Members must not:

- a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- b. access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

35. No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 12 - CONFLICTS OF INTEREST

36. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

37. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

38. Members shall approach decision-making with an open mind that is capable of persuasion.

PART 13 - IMPROPER USE OF INFLUENCE

39. No member shall use the influence of the member's office for any purpose other than for the exercise of the member's official duties.

40. No member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a Committee of Council or any other body established by Council.

41. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position.

PART 14 - USE OF MUNICIPAL ASSETS AND SERVICES

42. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a member, subject to the following limited exceptions:

- a. municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges.
- b. electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a member, may be used by the member for personal use, provided that the use is not for personal gain, or activities generally considered to be offensive or inappropriate.

PART 15 - ORIENTATION AND OTHER TRAINING ATTENDANCE

43. Every member must attend the orientation training offered by the Municipality within 90 days after the member takes the oath of office.

44. Unless excused by Council, every member must attend any other training organized at the direction of Council for the benefit of members throughout the Council term.

PART 16 – GIFTS AND HOSPITALITY

45. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

46. Gifts received by a member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the member ceases to hold office.

47. No member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

PART 17 - INFORMAL COMPLAINT PROCESS

48. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

49. INFORMAL COMPLAINT PROCEDURE

- a. Any person or a representative of an organization who has identified or witnessed behaviour or an activity by a member of Council, that they believe is in contravention of the Council Code of Conduct (the “Code”), may wish to address the prohibited behaviour or activity themselves as follows:
 - i. Advise the member that the behaviour or activity contravenes the Code;
 - ii. Encourage the member to stop the prohibited behaviour or activity;
 - iii. Keep a written record of the incident(s) including dates, times, locations, other persons present, and any other relevant information;

- iv. If applicable, confirm to the member your satisfaction with the response of the member; or if applicable, advise the member of your dissatisfaction with the response; and
 - v. Consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Part 18, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.
- b. All persons and organizations are encouraged to initially pursue this informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited by the Code. With the consent of the complaining individual or organization and the member, the Integrity Commissioner may be part of any informal process. However, it is not a precondition or a prerequisite that those complaining must pursue the informal complaint procedure before pursuing the Formal Complaint Procedure in Part B.

PART 18 - FORMAL COMPLAINT PROCESS

50. FORMAL COMPLAINT PROCEDURE

- a. The Chief Administrative Officer shall delegate authority to a third-party consultant who will act in the role of Investigator and undertake activities outlined in the Formal Complaint Procedure reporting directly to Council.
- b. Any person who has identified or witnessed conduct by a member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint to the Investigator.
- c. Upon receipt of a complaint the Investigator shall undertake the review and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate. If the investigation has already commenced the Investigator may terminate any investigation or may dispose of the complaint in a summary manner upon which the complainant and Council shall be notified of the Investigator's decision.
- d. The consulting fee time for the initial review will not exceed a half hour of billable time for the initial review process.
- e. Council, upon receiving the initial investigation report provided by the Investigator, shall by consensus determine if the full investigation shall proceed.
- f. If a formal complaint investigation process is undertaken it will take place in accordance with the following requirements and procedures:
 - i. All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - ii. All complaints shall be addressed to the Investigator;
 - iii. The complaint must set out reasonable and probable grounds for the allegation that the member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation including date, time, and any witnesses involved in the perceived breach;
 - iv. If the facts, as reported, include the name of one or more members who are alleged to be responsible for the breach of this Bylaw, the member or members concerned shall receive a copy of the complaint submitted to the Investigator;

- v. Successive complaints received by the same party and determined to be frivolous or vexatious will not be considered nor acted upon;
- vi. If Council authorizes the Investigator to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- vii. The Investigator shall, upon conclusion of the investigation, provide Council and any member(s) who is or are the subject of the complaint, the results of the Investigator's investigation by way of a formal report;
- viii. Any member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council and prior to Council's deliberation and making any decisions or any sanctions that may be imposed;
- ix. Any member who is the subject of an investigation is entitled to be represented by legal counsel, at the member's sole expense;
- x. Council, the CAO and the Integrity Commissioner, and every person acting under his or her instructions, shall preserve confidentiality with respect to all matters that come to his or her attention in the course of any investigation under the Code except as required by law in a criminal proceeding.
- xi. The Investigator shall provide monthly reports to Council relative to the investigation and in addition provide Council with a copy of the billing for consulting work performed for the investigation.

PART 19 - COMPLIANCE AND ENFORCEMENT

- 51. Members shall uphold the letter and the spirit of the intent of this Bylaw.
- 52. Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 53. No member shall:
 - a. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 54. Sanctions that may be imposed on a member, by Council, upon a finding that the member has breached this Bylaw may include:
 - a. a letter of reprimand addressed to the member;
 - b. requesting the member to issue a letter of apology;
 - c. publication of a letter of reprimand or request for apology and the member's response;
 - d. suspension or removal of the appointment of a member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - e. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - f. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

- g. reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- h. any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a member from fulfilling the legislated duties of a member and the sanction is not contrary to the Act.

PART 20 - REVIEW

55. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of members.

PART 21 - DATE OF FORCE

56. That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

PART 22– REPEAL OF BYLAW 1272.22

57. Bylaw 1272.22 – Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed.

READ for the first time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 202__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

MEETING DATE: March 28, 2023
PREPARED BY: Danielle Nealon, Executive & Legislative Coordinator
PRESENTED BY: Myron Thompson, Chief Administrative Officer
SUBJECT: **Policy 169.23 - Policy Governance Framework**

BACKGROUND

Policies are created to set out a standard of performance or to address a discretionary duty the Town will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service to which the Town will perform. Well-defined reporting relationships are achieved by having clearly defined policies, bylaws, procedures, and organizational charts. In an effort to increase efficiency in terms of ongoing communication and in minimizing the potential for misunderstanding and conflict, Administration must develop acceptable protocols to create consistency and best practices that, in turn, will increase levels of service of immediate response times and create the potential to cut red tape internally.

DISCUSSION

Currently, the Town of Blackfalds does not have a general framework for developing and characterizing policies. Having the Policy Governance Framework Policy will enable the Town to differentiate specifically which Council Policies fall within the Council's purview and which Administrative Policies fall within the Chief Administrative Officer's purview as referred to in Section 10. (a) (iv) and (vi) the CAO's Bylaw 1170/14 (*attached*).

The proposed Policy Governance Framework Policy identifies and distinguishes the following policy titles:

Council Policies are policies approved by Council. Council Policies state what the Town intends to achieve and give high-level direction on how to achieve it. They are necessary when additional guidance is required to achieve strategic goals and direction. Through these policies, Council exercises their governance powers to set discretionary duties or standards of performance for the Town or for themselves.

Administrative Policies are policies approved by the Chief Administrative Officer and outline the duties and standards for the operational performance of Administration. They are inward facing, focusing on how Administration conducts its business and internal work processes and generally affect staff only. However, there are exceptions where an Administrative Policy may directly affect the public.

The Policy Governance Framework Policy was created in alignment with the structure and naming convention of the vast majority of other municipalities (e.g., City of Lacombe, Town of Banff and City of Spruce Grove) and delegated Administrative powers of the CAO outlined in the CAO's Bylaw. Upon adoption of the proposed Policy 169.23, Policy Governance Framework, Administration will begin reviewing and updating policy templates and documents accordingly.

The initial report and draft policy were brought forth to the Standing Committee of Council for discussion on March 20, 2023, and the following motion was moved and carried unanimously:

019/23 *Councillor Appel moved That Standing Committee of Council adopts this report and recommends that Council consider formally adopting Policy 169.23, Policy Governance Framework with the additional information requested.*

CARRIED UNANIMOUSLY

With this request of Standing Committee of Council, included in Appendix "A" are examples of Council Policies (some have been adopted already by Council and some have not). Included in Appendix "B" are examples of Administrative Policies that have been adopted.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

1. That Council formally adopts Policy 169.23, Policy Governance Framework, as presented.

ALTERNATIVES

- a) That Council formally adopts Policy 169.23, Policy Governance Framework, as amended.
- b) That Council refers Policy 169.23, Policy Governance Framework back to Administration for further review.

ATTACHMENTS

- *Policy 169.23, Policy Governance Framework*
- *Bylaw 1170/14, CAO's Bylaw*
- *Appendix "A" – Examples of Council Policies*
- *Appendix "B" – Examples of Administrative Policies*

APPROVALS



Myron Thompson, CAO



Department Director/Author

Policy No.:	169.23	Council Approval
Policy Title:	Policy Governance Framework	Resolution No.:
Department:	Council/Office of the CAO	Date:
Reviewed:		
Revised:		
Supersedes Policy/Bylaw:		

1. Policy Statement

- 1.1 Policies are created to set out a standard of performance or to address a discretionary duty the Town will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service to which the Town will perform. The Town of Blackfalds Policies will be developed and approved using two (2) separate tiers of authority as set out in the CAO's Bylaw.

2. Reason for Policy

- 2.1 To establish and provide a framework for developing and classifying Town Policies into either Council Policies or Administrative Policies.

3. Related Information

- 3.1 This Policy applies to Council, CAO, and all Town of Blackfalds employees.
- 3.2 All Policies and Procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town Bylaws and Policies.
- 3.3 Policies and Procedures shall be drafted in a consistent format acceptable to the CAO.
- 3.4 This Policy was created in reference to comparable municipalities' policy framework and development.

4. Definitions

- 4.1 **"Administrative Policy"** means a Policy that is written direction of the CAO that focuses on how the Town does business within its own operations: These Policies:
- 4.1.1 Are inward facing and internal in nature.
 - 4.1.2 Deal strictly with administrative matters.
 - 4.1.3 Relate directly to the operations of the Town.
 - 4.1.4 Are a guide of principles that are applied when making administrative decisions.
 - 4.1.5 Generally impact only Town employees.
 - 4.1.6 Are approved by the Chief Administrative Officer.
- 4.2 **"Administrative Procedure"** means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.

- 4.2 **“Council Policy”** means a Policy that by resolution focuses on Town residents, business and the public and their relation to the Town or Town facilities or standards Council sets for itself. These Policies:
- 4.2.1 Relate to areas of governance.
 - 4.2.2 Outline services and/or programs performed by the Town.
 - 4.2.3 Set long-term visions for the organization.
 - 4.2.4 Provide strategic direction.
 - 4.2.5 Generally impact the Town as a whole.
 - 4.2.6 Are approved by Council.
- 4.3 **“Management”** means the CAO, Directors, and Managers.
- 4.4 **“Policy”** means a document that dictates a specific position and related course of action for the Town to follow. Policies provide a framework for the delegation of decision-making authority and a clear direction and a consistent approach to making those decisions.
4. **“Town”** means the municipal corporation of the Town of Blackfalds in the Province of Alberta.

5. Responsibilities

- 5.1 Municipal Council:
- 4.1.1 Must approve by resolution this Policy and any amendments.
 - 4.1.2 Must approve Council Policies by resolution that addresses issues within the realm of governance.
 - 4.1.3 Must provide directions for carrying out Council's strategic plan, priorities, and the goals of the Blackfalds Municipal Sustainability Plan.
 - 4.1.4 May provide direction to the Chief Administrative Officer for the development or amendment of Council Policies.
- 5.2 Chief Administrative Officer must:
- 5.2.1 Recommend proposed Council Policies to Council.
 - 5.2.2 Recommend proposed amendments to Council Policies to Council.
 - 5.2.3 Circulate Council Policies to the Management team for input prior to submission to Council.
 - 5.2.4 Ensure all approved Council Policies are implemented and adhered to by staff.
 - 5.2.5 Ensure all approved Council Policies are communicated to the public.
 - 5.2.6 Develop, approve and implement Administrative Policies and Procedures dealing with administrative and operational matters and internal administration.

- 5.2.7 Circulate Administration Policies and Procedures to the Management team for input prior to CAO approval.
- 5.2.8 Ensure all approved Administrative Policies and Procedures are implemented and adhered to by staff.
- 5.2.9 Act as the final authority to designate a policy as either a Council Policy or an Administrative Policy.
- 5.2.10 Ensure Council and Administrative Policies are reviewed and reported on accordingly with the review date.

6. Exclusions

N/A

7. Special Situations

- 7.1 Development of Policies may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.
- 7.2 Council Policies will be posted on the Town of Blackfalds website and otherwise be routinely available to the public on request.
- 7.3 Administrative Policies and Procedures will be made available to Council upon request to the CAO.

8. Appendix

- 8.1 Appendix A - CAO's Bylaw 1170/14

9. End of Policy

10. Approval

Mayor

Chief Administrative Officer

Date

Date



TOWN OF BLACKFALDS BYLAW 1170/14

A BYLAW OF THE TOWN OF BLACKFALDS TO ESTABLISH AND DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER AND PROVIDE FOR THE APPOINTMENT OF THE CHIEF ADMINISTRATIVE OFFICER AS A DESIGNATED OFFICER.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the Municipal Government Act being chapter M-26.203 of the Revised Statutes of Alberta 1994 and amendments thereto, to rescind Bylaw 717/92 establishing the position of the Chief Administrative Officer.

WHEREAS:

1. Section 205(1) of the Municipal Government Act, RSA 2000, Chapter M-26, as amended (hereinafter referred to as the "Act") allows a Council to establish by by-law a position of chief administrative officer;
2. Section 205(2) of the Act, every council must appoint one or more persons to carry out the powers, duties and functions of the position of chief administrative officer;
3. Municipal Council deems it necessary and expedient to rescind Bylaw 717/92.

NOW THEREFORE the Municipal Council of the Town of Blackfalds, duly assembled, enacts as follows:

1. SEVERABILITY

If any provision of this bylaw is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this bylaw or any documents which form part of the bylaw or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

2. DEFINITIONS

In this Bylaw:

- (a) "Act" means the Municipal Government Act, RSA 2000, Chapter M-26 as may be amended from time to time or any legislation which replaces the Act and includes any regulation to the Act or to any replacement legislation;
- (b) "CAO" means the Chief Administrative Officer;
- (c) "Council" means the Council of the Town of Blackfalds;
- (d) "Director" means those positions in the second line level as set out in the current organizational chart;
- (e) "Town" means the municipal corporation known as the Town of Blackfalds.

3. TITLE

This Bylaw may be referred to as the "CAO's Bylaw".

4. ESTABLISHMENT OF THE POSITION OF CAO

- (a) Pursuant to the provisions of Section 205 of the Act, Council hereby establishes the position of Chief Administrative Officer;
- (b) Council by Bylaw shall appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer.

5. APPOINTMENT

- (a) There shall be for the Municipality, a CAO who shall be appointed by bylaw of Council, and who shall carry out any and all of the administrative duties and other duties as Council has the power to delegate as set out in the Act and such other



TOWN OF BLACKFALDS BYLAW 1170/14

administrative duties as may have priority to this Bylaw or hereafter from time to time be vested, conferred, or delegated in, upon and to the CAO by Bylaw of Council;

- (b) The Council may, by Bylaw, appoint an acting CAO, and prescribe the duties, who shall act during illness, absence or other incapacity that may prevent the CAO from performing the duties of his or her office;
- (c) The CAO shall designate an Acting CAO in planned absences from the office for any period longer than one day and equal to or less than 30 days.

6. RESPONSIBILITY/AUTHORITY

- (a) The CAO is responsible to the Council for the overall administration of municipality in accordance with objectives, policies and plans approved by Council. In carrying out these responsibilities, the CAO shall work in close liaison with the Mayor and supervise administrative personnel in the performance of their duties. He or she shall direct, control, and coordinate the activities of the various departments.

7. PERSONNEL ADMINISTRATION

- (a) Responsibilities and Criteria in the Hiring Process
 - a. The Chief Administrative Officer will be responsible for coordinating the advertising of job positions in the organization;
 - b. Oversee the final screening of applications for municipal competitions and be part of the final screening of those applications for which he/she is responsible;
 - c. All employees of the Municipality shall be appointed or engaged for employment on the basis of qualifications, experience and merit.
- (b) Responsibilities Relating to Discipline and Discharge
 - a. The Chief Administrative Officer is responsible for the direction, coordination and administration of all matters pertaining to personnel in accordance with the personnel policy provisions adopted by council;
 - b. The Chief Administrative Officer will discipline and discharge Employees under his/her supervision in accordance with the Discipline and Discharge provision in the Municipalities Personnel Policy. In any event, the CAO will have the power to recommend the termination of Department Heads to Council. Council must ratify such recommendations.

8. DELEGATION OF CAO

- (a) It is expressly implied that Council authorizes the CAO to delegate such responsibility as herein assigned to his or her office for the purpose of establishing an efficient and workable administrative structure. The delegation of authority shall be Directors, Managers, and officials of the municipality provided that it is in keeping with provisions of this Bylaw, and is not inconsistent with the Act or any other Act of the Province of Alberta. In all instances, Council shall hold the CAO responsible for his or her duties;
- (b) To the extent that it is necessary to bring to bear on a given subject several disciplines, the CAO is hereby authorized to establish committees of employees for the proper and efficient administration of the municipal business. Such committees may be used for coordination of daily operations as well as for the furnishing of full information to Council upon inquiry.

9. ORGANIZATION

- (a) The organization chart, as approved by Council from time to time, shall indicate the reporting and responsibility structure of the municipality;



TOWN OF BLACKFALDS BYLAW 1170/14

- (b) Except for the purpose of official inquiry, and emergency, the Council shall deal with and control the administrative service through the CAO and the Council shall as normal practice require that its directives be carried out through the offices of the CAO.

10. POWERS AND DUTIES

- (a) Without limiting the Administrative powers of the CAO, the CAO shall:
- (i) hire as per approved budget, appoint, promote, suspend, demote or remove any employee from any position in the Town with notice to Council (preferably prior notice);
 - (ii) determine salaries, benefits, hours of work and other working conditions of Town employees;
 - (iii) ensure that performance reviews are completed for all employees on an annual basis;
 - (iv) develop and recommend, for Councils' approval, bylaws and policies dealing with non-administrative matters as directed by Council;
 - (v) implement all policies and programs of the Town;
 - (vi) develop, approve, and implement policies, procedures, and practices dealing with administrative matters;
 - (vii) prepare and submit to Council, draft budgets for annual operating and capital programs, after working with department heads in order to meet his or her understanding of Council guidelines;
 - (viii) monitor and report on the operating and capital budgets;
 - (ix) advise and inform Council or Council Committees on the operation and affairs of the Town, through direct communication;
 - (x) prepare and submit such reports and recommendations as may be required by Council or Council committees;
 - (xi) subject to Council approval;
 - (a) create or eliminate any Town departments
 - (b) negotiate any collective agreements or similar documents
 - (xii) provide quasi or initial legal advice within areas of expertise; and/or hire or retain legal counsel on behalf of the Town;
 - (xiii) participate as a prominent member of the team for economic development within the Town;
 - (xiv) provide public relations and generally promote the image of the municipality with the public and industry, including but not limited to dealing with the press and ensuring a positive image is presented by all employees;
 - (xv) Act as the Head of the Local Public Body for the purposes of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25 and amendments thereto.
- (b) The CAO or delegate shall attend all meetings of Council and Council Committees as required, or those that are considered advisable to attend, unless excused there from;



TOWN OF BLACKFALDS
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- (c) The CAO shall perform such other duties and functions and exercise such other powers as may be required for the effective administration of the Town including but not limited to entering into all contracts, agreements and transactions required for the effective operation of the Town provided that no action requires an expenditure of money that has not been included in an approved operating or capital budget or otherwise authorized by Council. Any reallocation, reassignment or adjustment of dollars from the operating or capital budget must be taken back to Council for approval;
- (d) Unless otherwise specified in a bylaw creating a position of Designated Officer, the CAO shall be deemed to be appointed a designated officer under any statute or bylaw which permits or requires the Town to appoint a designated officer. The CAO may delegate any of the powers, duties, or functions given to the CAO position by Bylaw, the Act, or any other enactment to any employee of the Town. The CAO is responsible to ensure that any re-delegation of power, duty or function is properly exercised and carried out;
- (e) The CAO may take whatever actions or measures are necessary to respond to an emergency.

This Bylaw shall come into effect upon the date on which it is finally read and passed.

READ for a First time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 15/14)


Mayor Melodie Stoll


Acting CAO Sean Barnes

READ for a Second time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 16/14)


Mayor Melodie Stoll


Acting CAO Sean Barnes

READ for a Third and Final time this 30th day of JANUARY, A.D., 20 14.

(RES NO. 18/14)


Mayor Melodie Stoll


Acting CAO Sean Barnes

APPENDIX “A” EXAMPLES OF COUNCIL POLICIES

<u>Policy</u>	<u>Description</u>
Flag Protocol Policy (not yet adopted)	Establishment of a protocol for flying municipal flags at half-mast.
Snow and Ice Maintenance Policy (adopted)	Establish a sustainable measure to ensure a healthy environment for current and future generations by integrating environmental stewardship strategies.
Management of MR and ER Lands Policy (adopted)	Establishes actions of the Municipal Sustainability Plan and environmental mandates for the protection and enhancement of the environment through our local, and provincial regional partnerships.
Public Participation Policy (adopted)	Establishment of Public Participation in accordance with Section 216.1 of the <i>Municipal Government Act</i> to create opportunities for meaningful public participation in specific decisions that directly impact the public.
Council Recognition Policy (not yet adopted)	Establishes that Council members will be formally recognized for their service at the time of their election and upon their departure from Council.
Potable Water Management Policy (adopted)	Establish a sustainable measure relating to potable water usage for the protection conservation and enhancement of the environment for future generations.
Council Board/Committee Policy (adopted)	Establish Board and Committee structure and maintain and assist in undertaking responsibilities. For example, membership and terms of appointment.
Budget Process Policy (adopted)	Establish the requirements, guidelines and responsibilities for the annual budget as set out in the <i>Municipal Government Act</i> , Sections 242 through 249 and 283
Governance Framework Policy (not yet adopted)	Establishes a philosophy for the development and approval of Town of Blackfalds policies.
Proclamations & Letters of Support (not yet adopted)	Establishes a structure and criteria for the Mayor and Council to issue a letter of support or Proclamation.

APPENDIX “B” EXAMPLES OF ADMINISTRATIVE POLICIES

<u>Policy</u>	<u>Description</u>
Flag Disposal Policy	Guides municipal employees for the display, maintenance, replacement, and disposal of flags at municipal facilities.
Code of Conduct for Municipal Employees Policy	Guides municipal employees in the standard of conduct to demonstrate ethics, integrity, and professionalism.
Occupational Health and Safety for Municipal Employees Policy	Outlines the commitment to the health and safety of municipal employees.
Corporate Credit Card Usage Policy	Guides municipal employees on the restrictions and rules for usage of the Town of Blackfalds Corporate Credit Card Program.
Travel Expenses Policy	Guidelines and standards for municipal employees for claiming travel expenses.
Aquatic Centre Closure Policy	A guiding document and best practice for municipal staff to adhere to when managing inclement weather.
New Employee Orientation Policy	Introductory training guide for new employees of the municipality.
Wordmark and Corporate Branding Policy	Guidelines and standards for municipal employees for the usage of the Town’s wordmark on a variety of mediums, publications, letterhead, and electronic communications.
Certificates of Compliance Policy	Guides and establishes a consistent approach for municipal employees to process Certificates of Compliance (there are no legislative requirements for a municipality to issue a compliance letter).
Website Policy	Guides municipal employees for website content management control.

MEETING DATE: March 28, 2023

PREPARED BY: Jolene Tejkl, Planning & Development Manager

PRESENTED BY: Jolene Tejkl, Planning & Development Manager

SUBJECT: **Bylaw 1280.23 - Election Sign Bylaw**

BACKGROUND

Election signs for federal, provincial, municipal, and school boards are commonly placed on private property to express candidate/party support and road right-of-ways to ensure good visibility for the travelling public. Any development on private property, including the placement of election signs, is regulated through the Land Use Bylaw (LUB), however, signs on road right-of-ways are outside of the regulatory jurisdiction of a LUB. Because of that, it was determined during the recent comprehensive review of our LUB that the election sign regulations for road right-of-ways should be severed from the LUB and placed into its own standalone Bylaw, that being the proposed Bylaw 1280.23, Elections Sign Bylaw.

DISCUSSION

The Election Sign Bylaw presented before Council pertains specifically to candidate signs that are placed on road right-of-ways and identifies suitable locations that have previously been determined by Administration.

The proposed Bylaw does not require any sort of permissions from the Town prior to the installation of an election sign. Instead, the Bylaw outlines specific siting requirements (i.e., distances from intersections and other candidate signs), maximum sign sizes, along with dates they may be installed and when they're expected to be removed.

Having this Bylaw in place prior to the upcoming Provincial election will provide candidates with valuable election sign siting and sizing requirements and will enable the Town to enforce any election signs in road right-of-ways that have not been placed in accordance with the Bylaw.

Bylaw 1280.23 was presented before the Standing Committee of Council at their March 20, 2023 meeting where the following recommendation was carried unanimously:

019/23 *Councillor Dennis moved That Standing Committee of Council recommend to Council to adopt Bylaw 1280.23.*

CARRIED UNANIMOUSLY

During the Standing Committee of Council presentation, it was noted that the maximum size of Election Signs under the proposed Bylaw is significantly smaller than our previous Election Sign maximum size. Although Standing Committee of Council did not motion to increase the maximum size, upon further review it was determined that the maximum Election Sign size should be reverted back to our previous regulations. The draft Bylaw before Council this evening reflects the updated maximum size in track changes in sections 3.5 and 4.2.

FINANCIAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

1. That Council give First Reading to Bylaw 1280.23, Elections Sign Bylaw, as presented.
2. That Council give Second Reading to Bylaw 1280.23, Elections Sign Bylaw, as presented.
3. That Council give unanimous consent for Third Reading and Final Reading of Bylaw 1280.23, Elections Sign Bylaw.
4. That Council gives Third and Final Reading to Bylaw 1280.23, Elections Sign Bylaw, as presented.

ALTERNATIVES

- a) That Council adopts Bylaw 1280.23, Election Sign Bylaw as amended.
- b) That Council refer this item back to Administration for more information or amendments.

ATTACHMENTS

- *Bylaw 1280.23, Election Sign Bylaw (with changes)*
- *Bylaw 1280.23, Election Sign Bylaw (clean)*
- *Bylaw 1280.23 - Schedule "A"*
- *Bylaw 1280.23 - Schedule "B"*

APPROVALS

CAO Myron Thompson

Department Director/Author

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ENCOURAGE THE EFFECTIVE USE OF ELECTION SIGNS AS A MEANS OF COMMUNICATION IN A MANNER THAT ENSURES SAFETY AND AESTHETICS AND THAT WILL BE EQUITABLY APPLIED AND ENFORCED.

A Bylaw of the Town of Blackfalds, in the Province of Alberta, pursuant to the provisions of the *Municipal Government Act*, being Chapter M 26.1 of the Revised Statutes of Alberta, 2000 and amendments thereto, for the purpose of regulating the placement of Election Signs within the Town of Blackfalds.

WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council to pass Bylaws for the safety, health, and welfare of people, and the protection of people and property, as well as for people, activities, and things in, on or near a public place or place that is open to the public;

WHEREAS, pursuant to Section 8 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, Council is authorized to regulate and prohibit, as well as to impose fines and penalties for infractions;

WHEREAS, pursuant to Section 18 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, a municipality has the direction, control, and management of all roads within the municipality;

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Council is authorized to make Bylaws with respect to a highway under its direction, control, and management; and

NOW THEREFORE the Municipal Council of the Town of Blackfalds, duly assembled hereby enacts:

PART 1 – TITLE

- 1.1 That this Bylaw shall be cited as the “Election Sign Bylaw”.

PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

- (a) **“Advance Vote”** means a vote taken in advance of Election day.
- (b) **“Candidate”** means an individual who has been officially nominated to run for Election in a municipal, provincial, federal, or school board Election.
- (c) **“Council”** means the duly elected Council of Town of Blackfalds and includes the Mayor, and all Councillors.
- (d) **“Town”** means the Town of Blackfalds.
- (e) **“Court”** means a Court of competent jurisdiction in the Province of Alberta.
- (f) **“Education Act”** means the *Education Act*, RSA 2000, c E-0.3, as amended or replaced from time to time.
- (g) **“Election”** means a general election, by-election, and a vote on a Bylaw or question as administered by the Town of Blackfalds under the *Local Authorities Election Act*, school board elections under the *Education Act*, and any other elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town of Blackfalds.
- (h) **“Election Sign”** means a sign:
 - a. Used to promote a Candidate or party for an Election administered by the Town under the *Local Authorities Election Act*, school board Elections under the *Education Act*, and any Elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town;
 - b. With a maximum sign face dimensions not exceeding 1.2 m (4.0 ft.) by 1.2 m (4.0 ft.);
 - c. That is not illuminated; and

- d. That indicates the name of a nominated Candidate or Registered Third Party.
- (i) **“Enforcement Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, and a Bylaw Enforcement Officer employed by the Town in accordance with the *Municipal Government Act*.
- (j) **“Land Use Bylaw”** means the Town of Blackfalds Land Use Bylaw currently in force, as amended or replaced from time to time.
- (k) **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- (l) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- (m) **“Person”** means a natural person or a corporate body and includes a partnership or a group of persons acting in concert or an association.
- (n) **“Registered Third Party”** means a third party that has been registered with the Town or the provincial registrar for third party advertising referred to in section 163 of the *Local Authorities Election Act*.
- (o) **“Roadway”** means the portion of the Road Right-of-Way intended for use by vehicular traffic, pedestrians, cyclists, or other modes of transportation, and includes paved or gravel shoulders, medians, traffic circles, and roadway structures, including but not limited to bridges, guardrails, retaining walls, or concrete barriers.
- (p) **“Road Right-of-Way”** means land that is under the direction, control, and management of the Town and is:
- Shown as a road on a plan of survey that has been filed or registered in a land titles office; or
 - Used as a public road and includes a bridge forming part of the public road, together with any structure incidental to the public road or road allowances including, but not limited to, boulevards, ditches, swales, fences, retaining walls, sidewalks, pathways, trails, streetlights, traffic control devices, and traffic control signals, and which may or may not contain a developed road.
- (q) **“Town”** means the Town of Blackfalds as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
- (r) **“Sign Owner”** means a Person who is indicated on an Election Sign, who created an Election Sign, who installed the Election Sign, who is in lawful control of the Election Sign or who is the subject of or otherwise benefits from the message of the Election Sign; for the purposes of this Bylaw, there may be more than one Sign Owner.
- (s) **“Traffic Safety Act”** means the *Traffic Safety Act*, RSA 2000, c T-6 as amended from time to time.
- (t) **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended from time to time.
- (u) **“Voting Station”** means the entire building where Election voting will occur, and the property associated with the building; also known as a polling place, polling station, or voting place.

PART 3 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PUBLIC LANDS

- 3.1 Election Signs may be placed on Town owned property provided they are placed only in the following pre-determined locations, as shown on Schedule “A”:

- 3.1.1 East side of Broadway Avenue in front of water reservoir only.

- 3.1.2 Along the west side of Grigg Street.
- 3.1.3 South Street east of the Leung Road intersection, on either side of South Street up until the Bark Park vehicular access point.
- 3.1.4 Along the west side of Vista Trail from the intersection with South Street north to the northern property line of 4308 South Street, approximately 228.0 m (748.03 ft.) from the intersection.
- 3.1.5 Along the east side of Vista Trail from the intersection with South Street north until the intersection with Womacks Road.
- 3.1.6 Along either side of Blackfalds Crossing Way, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A.
- 3.1.7 South of Park Street adjacent to the Town of Blackfalds location signage.
- 3.1.8 West side of Parkwood Road north of Panorama Drive, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A east asphalt edge.
- 3.1.9 West side of Parkwood Road and C&E Trail extending 30.0 m (98.43 ft.) each direction from the intersection with Cottonwood Drive.
- 3.2 Election Signs shall not be placed in a manner that obstructs Election Signs placed by other Candidates.
- 3.3 Election Signs shall not be placed within 20.0 m (65.62 ft.) of another Election Sign from the same Candidate.
- 3.4 Election Signs shall not be placed within 2.0 m (6.56 ft.) from the edge of Roadway pavement.
- 3.5 Election Signs shall be a maximum of 3.0 m² (32 ft²) in size and 3.6 m (12 ft) in height 1.2 m (4.0 ft.) x 1.2 m (4.0 ft.) in size and shall not be illuminated.
- 3.6 Enforcement Officers employed by the Town may remove any Election Signs which have been erected, affixed, posted, or placed on any Town property in contravention of this Bylaw.
- 3.7 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 3.8 The Sign Owner is responsible for ensuring all Election Signs are kept free from damage and disrepair. Sign Owners are responsible to remove any damaged or vandalized Election Signs immediately.

PART 4 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PRIVATE PROPERTY

- 4.1 An Election Sign may only be placed on private property with the consent of the property owner.
- 4.2 An Election Signs ~~placed on private property~~ shall be a maximum of 3.0 m² (32ft²) in size and 3.6 m (12 ft) in height and shall not be illuminated.~~have a maximum sign face of 1.2 m (4.0 ft.) x 1.2 m (4.0 ft.).~~
- 4.3 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 4.4 Notwithstanding section 4.1 of this Bylaw, all other forms of signage on private property are subject to the requirements of the *Land Use Bylaw*.
- 4.5 An Election Sign placed on private property pursuant to this Bylaw does not require a development permit.

PART 5 – ELECTION SIGN ERECTION AND REMOVAL TIMES

- 5.1 Election Signs may be erected at any time starting:
 - 5.1.1 45 days prior to a municipal general Election;
 - 5.1.2 After nomination day for a municipal by-Election; or
 - 5.1.3 From the issuance of the writ and ending after the close of polls for a provincial or federal Election.
- 5.2 Election Signs shall be removed within 72 hours after the close of the Voting Station or

polls on Election day.

- 5.3 Subject to 5.1 of this Bylaw, Election Signs on private property that are not removed will no longer be deemed an Election Sign under this Bylaw and will be subject to enforcement provisions under the *Land Use Bylaw*.

PART 6 – OTHER GUIDELINES

- 6.1 An Election Sign shall not be erected at a Voting Station or within the boundaries of the land on which a building used for a Voting Station is located on Election day or an Advance Vote.
- 6.2 An Election Sign shall not be erected in any place that may obstruct or impede any exit routes, escape routes, or the free access of emergency vehicles.
- 6.3 No Person shall use or display the Town of Blackfalds logo or brand, in whole or in part, on any Election Sign.
- 6.4 Nothing in this Bylaw relieves a Person from complying with any federal or provincial legislation or regulation, other municipal Bylaws, or requirement of any lawful permit, order, or license.
- 6.5 Specific references to legislation in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta at the time this Bylaw was enacted, as they are amended from time to time, including any successor legislation.
- 6.6 Where any provision regulating an Election Sign under this Bylaw conflicts with any other federal or provincial Election legislation, the federal or provincial legislation prevails to the extent of the conflict.

PART 7 – ENFORCEMENT

- 7.1 Any Election Sign that impedes or interferes with the work of the Town operations may be removed by an Enforcement Officer or any other Town employees without providing notice to the Sign Owner.
- 7.2 Any Election Sign that poses a public safety risk may be removed by an Enforcement Officer or any other Town employee without providing notice to the Sign Owner.
- 7.3 Any Election Sign that an Enforcement Officer finds in breach of this Bylaw may be removed and impounded without prior notice to the Sign Owner.
- 7.4 Any Election Sign impounded for a period of 30-days that has not been claimed by the Sign Owner may be destroyed by the Town without compensation to the Sign Owner.
- 7.5 A Sign Owner is liable for any and all damage, loss, and expense caused by or arising from the erection, maintenance, removal, or destruction of the Election Sign.

PART 8 – PROSECUTIONS AND PENALTIES

- 8.1 Where an Enforcement Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, they may serve upon the Person:
- 8.1.1 A municipal ticket, allowing a voluntary payment of the penalty for the offence to the Town, which shall be accepted by the Town in lieu of prosecution for the offence if payment is received by the Town within 21 days of service of the municipal ticket; or
- 8.1.2 A Violation Ticket, allowing voluntary payment of the specified penalty for the offence, or, requiring a Person to appear in Court without the alternative of making a voluntary payment, and the recording of the payment of a penalty made to the Town or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and conviction for the offence.
- 8.2 When an Enforcement Officer issues a Person a Violation Ticket in accordance with this Bylaw, the Enforcement Officer may either:
- 8.2.1 Allow the Person to pay the specified penalty established by this Bylaw for the offence by including such specified penalty in the Violation Ticket; or

- 8.2.2 Require a Court appearance of the Person when the Enforcement Officer believes that such an appearance is in the public interest pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.
- 8.3 Any Person that violates any provisions of this Bylaw is guilty of an offence and is liable, upon conviction, to a maximum fine of \$10,000.00, or, in default of payment of the fine, to imprisonment for a period of not exceeding one year, or to both fine and imprisonment in such amounts.
- 8.4 Any Person who contravenes any section of this Bylaw is guilty of an offence and is liable upon conviction to a minimum specified penalty of \$100.00.
- 8.5 No provision of this Bylaw, nor any action taken pursuant to any provision of this Bylaw, shall in any way restrict, limit, prevent, or preclude the Town from pursuing any other remedy in relation to an offence as may be provided by the *Municipal Government Act* or any other law of the Province of Alberta.

PART 9 – SEVERABILITY

- 9.1 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw remain valid and enforceable.

PART 10 – DATE OF FORCE

- 10.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO ENCOURAGE THE EFFECTIVE USE OF ELECTION SIGNS AS A MEANS OF COMMUNICATION IN A MANNER THAT ENSURES SAFETY AND AESTHETICS AND THAT WILL BE EQUITABLY APPLIED AND ENFORCED.

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WHEREAS, pursuant to Section 7 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, authorizes Council to pass Bylaws for the safety, health, and welfare of people, and the protection of people and property, as well as for people, activities, and things in, on or near a public place or place that is open to the public;

WHEREAS, pursuant to Section 8 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, Council is authorized to regulate and prohibit, as well as to impose fines and penalties for infractions;

WHEREAS, pursuant to Section 18 of the MGA, RSA 2000, Chapter M-26 and amendments thereto, a municipality has the direction, control, and management of all roads within the municipality;

AND WHEREAS, pursuant to Section 13 of the *Traffic Safety Act*, Council is authorized to make Bylaws with respect to a highway under its direction, control, and management; and

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PART 1 – TITLE

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PART 2 – DEFINITIONS

- 2.1 In this Bylaw:

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- (b) **“Candidate”** means an individual who has been officially nominated to run for Election in a municipal, provincial, federal, or school board Election.
- (c) **“Council”** means the duly elected Council of Town of Blackfalds and includes the Mayor, and all Councillors.
- (d) **“Town”** means the Town of Blackfalds.
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- (f) **“Education Act”** means the *Education Act*, RSA 2000, c E-0.3, as amended or replaced from time to time.
- (g) **“Election”** means a general election, by-election, and a vote on a Bylaw or question as administered by the Town of Blackfalds under the *Local Authorities Election Act*, school board elections under the *Education Act*, and any other elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town of Blackfalds.
- (h) **“Election Sign”** means a sign:
 - a. Used to promote a Candidate or party for an Election administered by the Town under the *Local Authorities Election Act*, school board Elections under the *Education Act*, and any Elections administered by Elections Alberta and Elections Canada within the municipal boundaries of the Town;
 - b. With a maximum sign face dimensions not exceeding 1.2 m (4.0 ft.) by 1.2 m (4.0 ft.);
 - c. That is not illuminated; and

- d. That indicates the name of a nominated Candidate or Registered Third Party.
- (i) **“Enforcement Officer”** means a member of the Royal Canadian Mounted Police (RCMP), a Community Peace Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, and a Bylaw Enforcement Officer employed by the Town in accordance with the *Municipal Government Act*.
- (j) **“Land Use Bylaw”** means the Town of Blackfalds Land Use Bylaw currently in force, as amended or replaced from time to time.
- (k) **“Local Authorities Election Act”** means the *Local Authorities Election Act*, RSA 2000, c L-21, as amended or replaced from time to time.
- (l) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time.
- (m) **“Person”** means a natural person or a corporate body and includes a partnership or a group of persons acting in concert or an association.
- (n) **“Registered Third Party”** means a third party that has been registered with the Town or the provincial registrar for third party advertising referred to in section 163 of the *Local Authorities Election Act*.
- (o) **“Roadway”** means the portion of the Road Right-of-Way intended for use by vehicular traffic, pedestrians, cyclists, or other modes of transportation, and includes paved or gravel shoulders, medians, traffic circles, and roadway structures, including but not limited to bridges, guardrails, retaining walls, or concrete barriers.
- (p) **“Road Right-of-Way”** means land that is under the direction, control, and management of the Town and is:
- Shown as a road on a plan of survey that has been filed or registered in a land titles office; or
 - Used as a public road and includes a bridge forming part of the public road, together with any structure incidental to the public road or road allowances including, but not limited to, boulevards, ditches, swales, fences, retaining walls, sidewalks, pathways, trails, streetlights, traffic control devices, and traffic control signals, and which may or may not contain a developed road.
- (q) **“Town”** means the Town of Blackfalds as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.
- (r) **“Sign Owner”** means a Person who is indicated on an Election Sign, who created an Election Sign, who installed the Election Sign, who is in lawful control of the Election Sign or who is the subject of or otherwise benefits from the message of the Election Sign; for the purposes of this Bylaw, there may be more than one Sign Owner.
- (s) **“Traffic Safety Act”** means the *Traffic Safety Act*, RSA 2000, c T-6 as amended from time to time.
- (t) **“Violation Ticket”** means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*, RSA 2000, c P-34, as amended from time to time.
- (u) **“Voting Station”** means the entire building where Election voting will occur, and the property associated with the building; also known as a polling place, polling station, or voting place.

PART 3 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PUBLIC LANDS

3.1 Election Signs may be placed on Town owned property provided they are placed only in the following pre-determined locations, as shown on Schedule “A”:

3.1.1 East side of Broadway Avenue in front of water reservoir only.

- 3.1.2 Along the west side of Grigg Street.
 - 3.1.3 South Street east of the Leung Road intersection, on either side of South Street up until the Bark Park vehicular access point.
 - 3.1.4 Along the west side of Vista Trail from the intersection with South Street north to the northern property line of 4308 South Street, approximately 228.0 m (748.03 ft.) from the intersection.
 - 3.1.5 Along the east side of Vista Trail from the intersection with South Street north until the intersection with Womacks Road.
 - 3.1.6 Along either side of Blackfalds Crossing Way, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A.
 - 3.1.7 South of Park Street adjacent to the Town of Blackfalds location signage.
 - 3.1.8 West side of Parkwood Road north of Panorama Drive, setback a minimum of 30.0 m (98.43 ft.) away from Highway 2A east asphalt edge.
 - 3.1.9 West side of Parkwood Road and C&E Trail extending 30.0 m (98.43 ft.) each direction from the intersection with Cottonwood Drive.
- 3.2 Election Signs shall not be placed in a manner that obstructs Election Signs placed by other Candidates.
- 3.3 Election Signs shall not be placed within 20.0 m (65.62 ft.) of another Election Sign from the same Candidate.
- 3.4 Election Signs shall not be placed within 2.0 m (6.56 ft.) from the edge of Roadway pavement.
- 3.5 Election Signs shall be a maximum of 3.0 m² (32 ft²) in size and 3.6 m (12 ft) in height and shall not be illuminated.
- 3.6 Enforcement Officers employed by the Town may remove any Election Signs which have been erected, affixed, posted, or placed on any Town property in contravention of this Bylaw.
- 3.7 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 3.8 The Sign Owner is responsible for ensuring all Election Signs are kept free from damage and disrepair. Sign Owners are responsible to remove any damaged or vandalized Election Signs immediately.

PART 4 – ELECTION SIGN INSTALLATION AND ERECTION GUIDELINES ON PRIVATE PROPERTY

- 4.1 An Election Sign may only be placed on private property with the consent of the property owner.
- 4.2 An Election Signs shall be a maximum of 3.0 m² (32ft²) in size and 3.6 m (12 ft) in height and shall not be illuminated.
- 4.3 Election Signs shall be placed outside of the 6.0 m (19.69 ft.) sight triangles at intersections, as shown in Schedule "B".
- 4.4 Notwithstanding section 4.1 of this Bylaw, all other forms of signage on private property are subject to the requirements of the *Land Use Bylaw*.
- 4.5 An Election Sign placed on private property pursuant to this Bylaw does not require a development permit.

PART 5 – ELECTION SIGN ERECTION AND REMOVAL TIMES

- 5.1 Election Signs may be erected at any time starting:
- 5.1.1 45 days prior to a municipal general Election;
 - 5.1.2 After nomination day for a municipal by-Election; or
 - 5.1.3 From the issuance of the writ and ending after the close of polls for a provincial or federal Election.
- 5.2 Election Signs shall be removed within 72 hours after the close of the Voting Station or polls on Election day.

- 5.3 Subject to 5.1 of this Bylaw, Election Signs on private property that are not removed will no longer be deemed an Election Sign under this Bylaw and will be subject to enforcement provisions under the *Land Use Bylaw*.

PART 6 – OTHER GUIDELINES

- 6.1 An Election Sign shall not be erected at a Voting Station or within the boundaries of the land on which a building used for a Voting Station is located on Election day or an Advance Vote.
- 6.2 An Election Sign shall not be erected in any place that may obstruct or impede any exit routes, escape routes, or the free access of emergency vehicles.
- 6.3 No Person shall use or display the Town of Blackfalds logo or brand, in whole or in part, on any Election Sign.
- 6.4 Nothing in this Bylaw relieves a Person from complying with any federal or provincial legislation or regulation, other municipal Bylaws, or requirement of any lawful permit, order, or license.
- 6.5 Specific references to legislation in this Bylaw are meant to refer to the current laws applicable within the Province of Alberta at the time this Bylaw was enacted, as they are amended from time to time, including any successor legislation.
- 6.6 Where any provision regulating an Election Sign under this Bylaw conflicts with any other federal or provincial Election legislation, the federal or provincial legislation prevails to the extent of the conflict.

PART 7 – ENFORCEMENT

- 7.1 Any Election Sign that impedes or interferes with the work of the Town operations may be removed by an Enforcement Officer or any other Town employees without providing notice to the Sign Owner.
- 7.2 Any Election Sign that poses a public safety risk may be removed by an Enforcement Officer or any other Town employee without providing notice to the Sign Owner.
- 7.3 Any Election Sign that an Enforcement Officer finds in breach of this Bylaw may be removed and impounded without prior notice to the Sign Owner.
- 7.4 Any Election Sign impounded for a period of 30-days that has not been claimed by the Sign Owner may be destroyed by the Town without compensation to the Sign Owner.
- 7.5 A Sign Owner is liable for any and all damage, loss, and expense caused by or arising from the erection, maintenance, removal, or destruction of the Election Sign.

PART 8 – PROSECUTIONS AND PENALTIES

- 8.1 Where an Enforcement Officer has reasonable grounds to believe that a Person has contravened any provision of this Bylaw, they may serve upon the Person:
- 8.1.1 A municipal ticket, allowing a voluntary payment of the penalty for the offence to the Town, which shall be accepted by the Town in lieu of prosecution for the offence if payment is received by the Town within 21 days of service of the municipal ticket; or
- 8.1.2 A Violation Ticket, allowing voluntary payment of the specified penalty for the offence, or, requiring a Person to appear in Court without the alternative of making a voluntary payment, and the recording of the payment of a penalty made to the Town or the Provincial Court of Alberta shall constitute an acceptance of a guilty plea and conviction for the offence.
- 8.2 When an Enforcement Officer issues a Person a Violation Ticket in accordance with this Bylaw, the Enforcement Officer may either:
- 8.2.1 Allow the Person to pay the specified penalty established by this Bylaw for the offence by including such specified penalty in the Violation Ticket; or
- 8.2.2 Require a Court appearance of the Person when the Enforcement Officer

believes that such an appearance is in the public interest pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.

- 8.3 Any Person that violates any provisions of this Bylaw is guilty of an offence and is liable, upon conviction, to a maximum fine of \$10,000.00, or, in default of payment of the fine, to imprisonment for a period of not exceeding one year, or to both fine and imprisonment in such amounts.
- 8.4 Any Person who contravenes any section of this Bylaw is guilty of an offence and is liable upon conviction to a minimum specified penalty of \$100.00.
- 8.5 No provision of this Bylaw, nor any action taken pursuant to any provision of this Bylaw, shall in any way restrict, limit, prevent, or preclude the Town from pursuing any other remedy in relation to an offence as may be provided by the *Municipal Government Act* or any other law of the Province of Alberta.

PART 9 – SEVERABILITY

- 9.1 Each provision of this Bylaw is independent of all other provisions. If any provision of this Bylaw is declared invalid for any reason by a Court, all other provisions of this Bylaw remain valid and enforceable.

PART 10 – DATE OF FORCE

- 10.1 That this Bylaw shall come into effect, upon the date on which it is finally read and passed.

READ for the first time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

READ for the second time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

CAO MYRON THOMPSON

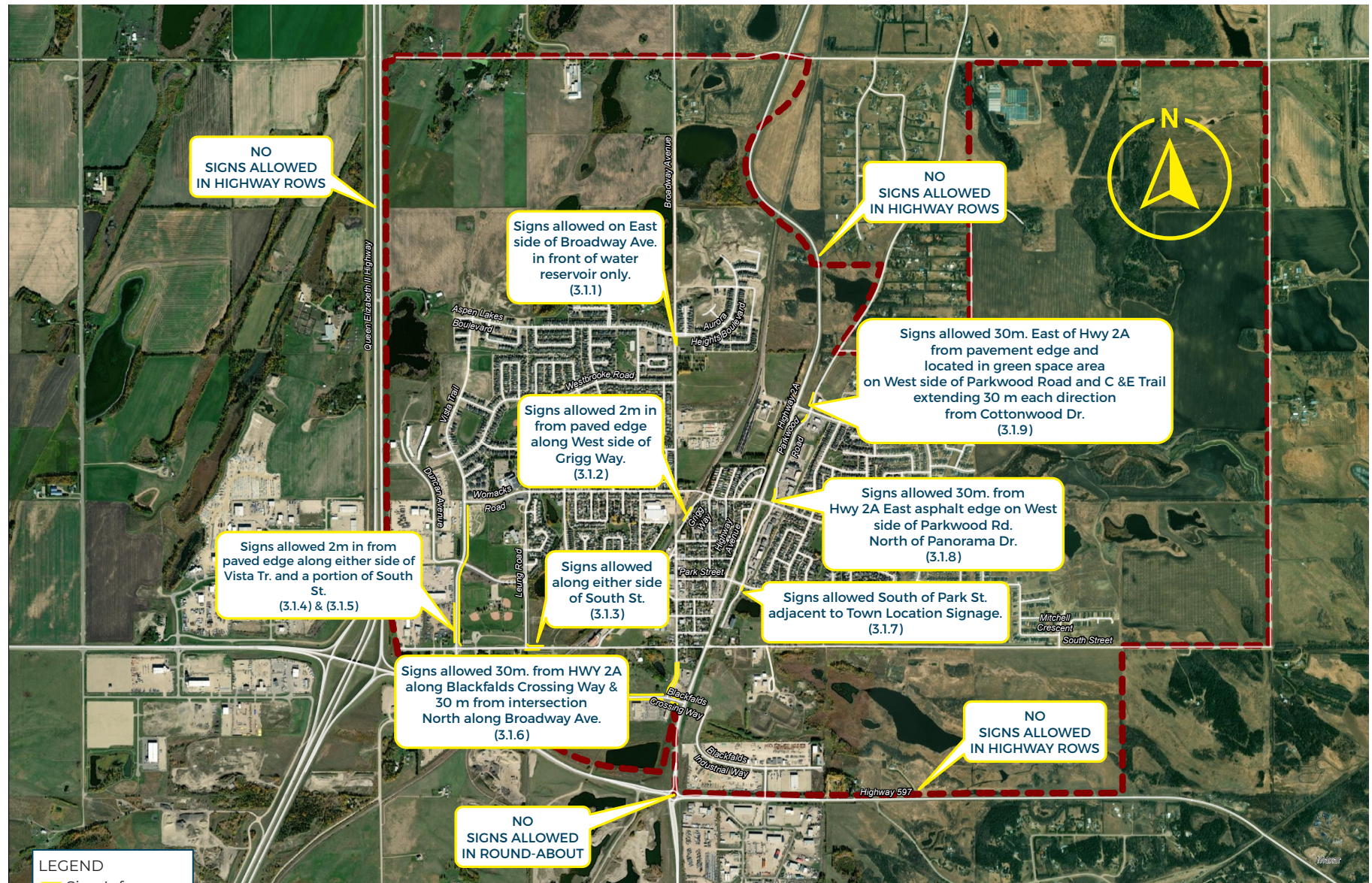
READ for the third and final time this _____ day of _____, A.D. 20__.

(RES.)

MAYOR JAMIE HOOVER

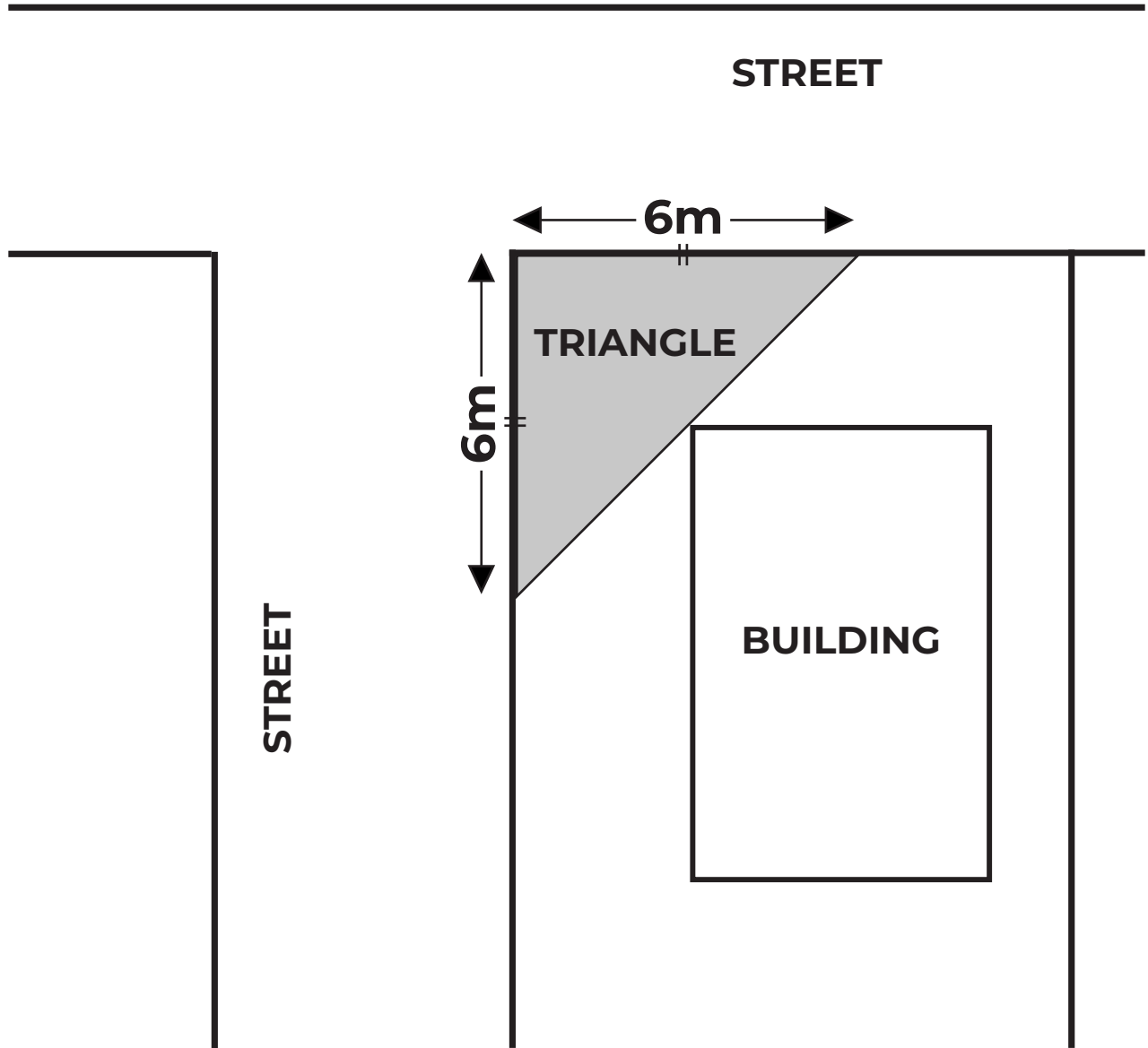
CAO MYRON THOMPSON

ELECTION SIGN BYLAW 1280.23 SCHEDULE "A"



DATE: 14/03/2023

ELECTION SIGN BYAW 1280.23 SCHEDULE "B"



MEETING DATE: March 28, 2023

PREPARED BY: Sue Bornn, FCSS Manager

PRESENTED BY: Rick Kreklewich, Community Services Director

SUBJECT: **Proclamation - National Volunteer Week**

BACKGROUND

National Volunteer Week for 2023 will take place from April 16-22. This week is set aside each year to recognize and thank volunteers around Blackfalds and Canada for the time and energy they contribute to causes to benefit their communities.

The National Volunteer Week theme for 2023, ***Volunteering Weaves us Together***, reveals the importance of volunteering to the strength and vibrancy of our communities through the interconnected actions we take to support one another. These diverse forms of sharing our time, talent and energy strengthen the fabric of our community.

Through volunteering we experience our interconnectedness, making our lives more meaningful. By getting involved in various ways, we find friendship, develop trust, and link our relationships. Threading these connections, we come to belong as we contribute towards the same goals.

Our intention is to offer recognition to our award recipients at our 2023 awards presentation at Best of Blackfalds – Volunteer Edition on April 19 and at Youth Recognition Night on May 3. All nominees and everyone who volunteered with the Town of Blackfalds will be invited to attend the events.

DISCUSSION

As a municipality, we have celebrated National Volunteer Week for many years. This year's outstanding community volunteers will be recognized and appreciated through our municipally hosted Volunteer Awards Presentations, FCSS Volunteer Newsletter, a volunteer bulletin board at the Abbey Centre and local media throughout the month of April. Blackfalds is full of community-minded and generous individuals who work hard to build a strong foundation for our future. During National Volunteer Week 2023, we celebrate our collective impact: through our kindness, generosity, and commitment to volunteering, we weave our lives together.

FINANCIAL IMPLICATIONS

None

ADMINISTRATIVE RECOMMENDATION

- | |
|--|
| <ol style="list-style-type: none">1. That Council moves to proclaim April 16 - 22, 2023, as National Volunteer Week in the Town of Blackfalds. |
|--|

ALTERNATIVES

- a) That Council does not move to proclaim April 16 – 22, 2023, as National Volunteer Week in the Town of Blackfalds.

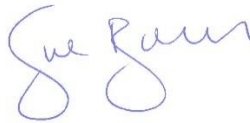
ATTACHMENTS

- *2023 National Volunteer Week Proclamation*

APPROVALS



CAO Myron Thompson



Department Director/Author

MAYORAL PROCLAMATION

WHEREAS, 24 million Canadians give their time through formal or informal types of volunteering, contributing close to 5 billion volunteer hours per year; and

WHEREAS, volunteers in Blackfalds mentor our children, support those feeling isolated, beautify our green spaces, and fundraise for our charitable organizations; and

WHEREAS, volunteers in Blackfalds have stepped up during the COVID-19 pandemic to support families, friends, neighbours, and strangers, people standing up to systemic racism, and people sharing insights on how to create a more just and equitable society; and

WHEREAS, Blackfalds's volunteers are individuals, families, workers, retirees, community members of all ages and backgrounds; and

WHEREAS, the collective result of the work done by our city's volunteers is that Blackfalds is a more desirable place to live; and

WHEREAS, volunteers in the community of Blackfalds play a critical role in ensuring our town has the highest quality of life and a community full of pride; and

WHEREAS, organizations in Blackfalds that rely on volunteers include such fundamental organizations as ANAM Rural Youth Association, Blackfalds & District Agricultural Society, Blackfalds Figure Skating Club, Blackfalds Fire Fighters Association, Big Brother and Big Sisters, Blackfalds Senior Citizens Cheemo Club, Central Alberta Victim & Witness Support Society, community churches, Dual Ice Development Society, FCSS, Beyond Food Community Hub, Girl Guides, Blackfalds Historical Society, Minor Ball, Minor Hockey Association, Minor Soccer Association, Optimist Club of Blackfalds, Schools, Scouts, Servus Credit Union Blackfalds Public Library, Town of Blackfalds Boards/Committees; and

NOW, THEREFORE, I, Jamie Hoover, Mayor of Blackfalds, do hereby proclaim April 16-23, 2023, as National Volunteer Week, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

Signed on the ____ day of March, 2023

Mayor Jamie Hoover

MEETING DATE: March 28, 2023

PREPARED BY: Laura Thevenaz, Manager of Infrastructure Services

PRESENTED BY: Laura Thevenaz, Manager of Infrastructure Services

SUBJECT: 1.5 Ton Truck Award

BACKGROUND

The Town of Blackfalds utilizes Fleet & Equipment Replacement Policy 113.14 to guide the replacement of the Town's mobile equipment. The F-350 one ton dump truck is included in the Policy was purchased in 2008 and had a lifecycle replacement scheduled of 12 years. The current unit is 15 years old and is starting to see increased frequency and severity of necessary repairs. This unit was originally planned to be replaced as part of the 2022 Capital Program.

The old one-ton F-350 truck with dump body be auctioned off or traded in upon receiving the new asset, and to move forward with the purchase of a new unit that meets the increasing needs of the department. Financial proceeds from this sale will be returned to the Fleet Reserve.

The first Request for Tender was posted to Alberta Purchasing Connection on May 27, 2022, with a closing date of June 23, 2022. Four tender packages were received and after a careful review of all the tenders, the tender was awarded by the CAO to Commercial Truck Ltd. for a purchase price \$99,925.25. The award of this tender was for both the dump body, and a Ford F-450.

Since the award, Administration has repeatedly requested the Ford Dealership to provide a delivery date for the unit, with no success on securing date. Over the last 2 years, vehicle and fleet manufacturers have had manufacture and production delays for numerous reasons, including the manufacture of micro-chips, to parts availability. At the end of 2022, Ford advised its government customers that it will no longer be honoring the Government Tender Price Protection Policy for any 2022 model year orders or previous, not fulfilled in 2022.

Due to the ongoing issue with Ford fulfilling customer truck orders, the Town re-tendered the truck in 2023 to see if there is a better supply or alternate units to fill this pressing need in the Fleet.

DISCUSSION

A Request for Tender was posted to APC on February 16, 2023, with a close date of March 9, 2023, and two tenders for a slightly larger unit were received, being a 1.5 ton unit. This unit will meet the needs of the municipality while allowing a heavier payload in the dump box.

Total bid comparison (excluding GST) for the unit only with no box was:

Courtesy Chrysler – \$75,895.00
Dodge Ram 5500

Cam Clark Ford - \$82,227
Ford F-450

Courtesy Chrysler was the lowest compliant bid, shortest delivery period, and met all the technical specifications.

Included in the tender, Vendors were required to submit a minimum two references where similar units types were provided. Ford did not provide references where similar units were provided, instead providing references for more heavy-duty Ford models (F-550), where Ford is not experiencing the same manufacturing delays as the F-450 model. As part of this tender, Cam Clark Ford advised it cannot guarantee a delivery date with the current supply chain issues so these units were not considered.

Total Truck & Outfitting Costs

As part of the original tender in 2022, the Town approved the purchase of the dump body from Commercial Truck, which will be retrofit onto the new fleet unit once the new unit is received if Council moves forward with the recommendation.

The total truck costs including the dump box are as follows:

Vendor	Service	Price (excluding GST)
Commercial Truck	Dump Body (materials & installation)	\$28,540.64
Courtesy Chrysler	Truck (Dodge Ram 5500)	\$75,895.00
Total Capital Cost		\$104,436.64
2022 Budget Amount		\$100,000.00
Budget Excess		\$4,436.64

Delivery Timelines

The replacement asset will be a Dodge Ram 5500 complete with a dump box. Courtesy Chrysler has advised that delivery after the award will be 16 to 20 weeks.

FINANCIAL IMPLICATIONS:

As part of the 2022 Capital Budget, \$100,000 was allocated for the purchase of a replacement unit. With the increase in pricing for 2023, \$104,436.64.25 is being requested to be approved for the replacement of the existing 1 ton truck. The dump body was previously purchased (via CAO Approval) for \$28,540.64 through the initial RFP with Commercial Truck Equipment Ltd. in Calgary. Commercial Truck Equipment has held the 2022 price of the dump body until the Town procures the truck.

The additional \$4,436.64 over the budgeted 2022 Capital of \$100,000 will be drawn from the Fleet Reserve. The proceeds from the auction of the existing unit will replenish the overage.

ADMINISTRATIVE RECOMMENDATION

1. That Council moves to accept the recommendation of Administration to award the 1.5 ton truck purchase to Courtesy Chrysler in the amount of \$75,895.
2. The Council allocates \$4,436.64, from the Fleet Reserve, to fund the remainder of this fleet purchase.

ALTERNATIVES

- a) That Council refer back to Administration for more information.

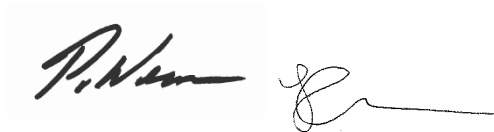
ATTACHMENTS

- *Photo of Existing Truck*

APPROVALS



CAO Myron Thompson



Department Director/Author

ATTACHMENT 1: EXISTING 1 TON DUMP TO BE REPLACED





Parkland Regional Library System 2022 Annual Report

Expanding opportunities for discovery, growth, and imagination for all Central Albertans



Photo from Cremona Municipal Library

Thank you!

The Parkland Library Board thanks our member municipalities and the Government of Alberta for continued funding. With your help we supported 49 public libraries in 2022.



Parkland Libraries have...

678,471 items in the physical collection and 1,256,988 physical circulations.



Photo from Caroline Municipal Library

Virtual Library Services

- 248,922 website and online catalogue visits
- 91,259 eLibrary database sessions
- 134,981 digital checkouts
- 1,646,392 WiFi sessions at libraries

Parkland HQ

- Completed 23,757 interlibrary loans
- Provided an additional \$66,000 for additional eContent paid for from reserves
- Completed workshops, training, analysis, and reports on multiple topics for library staff.

2022 Annual Report



Photo from Caroline Municipal Library

Resource Sharing

- 883,300 items delivered in van runs in 2022.
- Purchased, processed, and added 30,594 items to the system catalogue.

Member Support

- 1,067 consulting activities by Parkland Staff
- Created training videos and documents on introduction to budgeting, trustee orientation, building rapport with CAO's, collection development, and marketing.

IT Support

- Implemented a new firewall at PRLS headquarters
- Increased network security to reduce exposure to external threats
- Purchased and replaced 66 desktop and 12 laptop computers
- Replaced one of the critical servers at PRLS
- Initiated the review of our current websites for libraries. The project is ongoing, but new websites will likely be implemented in 2023

Member Libraries Borrowed...

- 14,140 Large Print Books
- 3,310 Audiobooks
- 855 Software and Video Game Kits
- 1,955 Children, Teen, and Adult Programming Kits

2022 Annual Report



Advocacy Activity

The Parkland and Yellowhead Advocacy Committee was instrumental in creating a Systems Advocacy Committee. The Directors and Chairs from all 7 systems in Alberta have created a robust advocacy plan to increase funding from Municipal Affairs.

Stronger Together

Parkland participated in the second annual Stronger Together Conference. There were 13 sponsors, 20 sessions, and 4 keynote speakers. These were attended by over 1000 registrants.

Marketing Activity

- Partnered with Lacombe Days for a BBQ in July with over 850 attendees.
- Hosted the 2nd annual Canadian Library Month contest and membership drive. We had 481 contest entries and gained 875 new members.

Social Media

- Re-evaluated and implemented a new social media strategy.
- We saw a 271% increase in engagement and a 7% increase in reach.

Contact Us:

Parkland Regional Library System

4565 46th Street
Lacombe, AB T4L 0K2
403-782-3850

Board Chair Teresa Rilling

Vice Chair Barb Gilliat

Executive Committee

Teresa Rilling (Chair)
Barb Gilliat (Vice Chair)
Deb Coombes
Debra Smith
Jamie Coston
Janice Wing
Joy-Anne Murphy
Leonard Phillips
Norma Penney
Shannon Wilcox

Director: Ron Sheppard (ext. 230)

Manager of Library Services: Andrea Newland (ext.221)

Manager of Finance and Operations: Donna Williams (ext. 141)

Manager of Technology Infrastructure: Tim Spark (ext. 212)

IT Helpdesk (ext. 600)

Advocacy Committee

Gord Lawlor (Chair)
Norma Penney (Vice Chair)
Barb Gilliat
Deb Coombes
Debra Smith
Joyce McCoy
Jul Bissell
Shawn Peach
Stephen Levy
Teresa Cunningham
Teresa Rilling

[Complete Board
and Municipality
list here.](#)

*Statistics based on 2022 annual report to PLSB Municipal Affairs

Strong Libraries, Strong Communities



HIGHLIGHTS OF THE REGULAR COUNCIL MEETING MARCH 9, 2023

BYLAW NO. 1363/22 – PUBLIC HEARING

A public hearing was held for Bylaw No. 1363/22. Bylaw No. 1363/22 is a bylaw of Lacombe County to adopt an off-site levy for land that is to be subdivided or developed within the Palm Cove Area on Sylvan Lake.

Following the public hearing, Bylaw No. 1363/22 was given second and third reading and so passed.

BYLAW NO. 1384/23 – PUBLIC HEARING

A public hearing was held for Bylaw No. 1384/23. Bylaw No. 1384/23 is a bylaw of Lacombe County to adopt the South of Highway 11(East of Haynes) Area Structure Plan.

Following the public hearing, Bylaw No. 1384/23 was given second and third reading and so passed.

CLIVE ATHLETIC AND AG. SOCIETY

Representatives of the Clive Ag. Society presented proposed upgrades to the Clive Arena's ice plant. The Society will request funding from Lacombe County through County Policy RC(1) Capital Support of Recreation and Cultural Facilities.

LACOMBE COUNTY ECONOMIC DEVELOPMENT STRATEGY

Eric Burton, from Factor5 Group, provided a presentation on the proposed Lacombe County Economic Development Strategy. Following the formal endorsement of the Strategy by Council at a future meeting, the initiatives proposed in the Strategy will move forward. The County has applied for the Northern and Regional Economic Development Program Grant to assist with implementing future initiatives.

LACOMBE COUNTY MUNICIPAL DEVELOPMENT PLAN & LAND USE BYLAW 5-YEAR REVIEW

A presentation regarding *The Municipal Development Plan and Land Use Bylaw 5-Year Review* was presented for Council's information.

RMA SPRING CONVENTION – RESOLUTIONS

Council reviewed the proposed RMA Spring Convention resolutions to be presented at the RMA Spring Convention, scheduled for March 20 to 22, 2023.

BYLAW NO. 1389/23

Bylaw No. 1389/23, a bylaw of Lacombe County to amend the Sylvan Lake Area Structure Plan Bylaw No. 1127/10 related to Dwelling and Residential Regulations and Requirements, received first reading and approval to hold a public hearing. A public hearing for Bylaw No. 1389/23 will be held on April 13, 2023 commencing at 9:00 a.m.

Next Regular Council Meeting is
Thursday, March 23, 2023 - 9:00 a.m.

Next Committee of the Whole Meeting is
April 4, 2023 – 9:00 a.m.

Lacombe County Administration Building

****For more details from Lacombe County Council meetings, please refer to the meeting minutes. All meeting minutes are posted on the website (www.lacombecounty.com) after approval.**



City of Lacombe

COUNCIL HIGHLIGHTS

March 13, 2023

Regular Meeting of Council

2. Review of Agendas

2.1 Consent Agenda

- Information
 - Council Meeting Schedule Update
 - Data Integrity Project Phase 3.4
- 2.1.b Bylaw First Reading
 - Bylaw 400.3 - LUB (Land Use Bylaw) Amendment to Trinity Crossing Phase 3 & 4 Rezone (Public Hearing proposed for Monday, April 24, 2023)

Council's Consent Agenda additionally:

- Moved that the recommendations in the Monday, March 13, 2023, Regular Meeting Consent Agenda be adopted as amended.
- Rescheduled the Monday, March 20, 2023, Council Committee of the Whole meeting to Monday, April 3, 2023.
- Rescinded the Health and Safety Policy 17/211.01 2018PO, replacing it with an Administrative Policy as described in this Request for Decision.
- Rescinded the Hours of Work Policy 14.125.02. 2020PO, replacing it with the Hours of Work Policy 14.125.02 2023PO, as described in this Request for Decision.
- Accepted the information related to the Recognition of Departing Council Members Policy, as described in this Request for Decision.
- Confirmed as amended the February 27th, 2023, Regular Council Meeting Minutes.

5. Presentations

5.1 Bylaw 400.42 - LUB Amendments to the R4 District

Council received a presentation from Manager of Planning and Development Services Nancy Hackett on the proposed Land Use Bylaw Amendments to the R4 District in Lacombe.

6. Requests for Decision

6.1 Pedestrian Safety Options at Intersection of 50th Street and 50th Avenue

The City's engineering consultant completed a warrant analysis of the crosswalks at the 50th Avenue and 50th Street intersection and confirmed that it meets the minimum requirements recommended by the Transportation Association of Canada (TAC). However, if Council directs Administration to improve crossing conditions beyond the recommended minimum standard, then the installation of a Rectangular Rapid Flashing Beacon (RRFB) is the recommended solution.

This report presents the following three options to upgrade the pedestrian crossing at this intersection and their advantages/disadvantages:

1. Rectangular Rapid Flashing Beacons (RRFBs) - \$62K
2. Overhead Pedestrian Flashing Beacons - \$166K
3. Concrete Curb Extension - \$130K

Council accepted the Pedestrian Safety Options for 50th Street and 50th Avenue report as information.

6.2 Bylaw 400.42 - LUB Amendments to the R4 District – Second and Third Reading

Following extensive public consultation and a thorough review of the Residential Mixed District (R4) and similar comparator districts, Administration recommended the changes contained in Bylaw 400.42.

These are:

- Amend the Purpose Statement to better reflect R4's role as a medium-density residential district by adding the goal of facilitating well-designed compatible infill development and clarifying its intent to allow a mix of lower and medium-density forms of housing.
- Using plain language to describe the density allowed for multi-attached housing by describing it as the number of units permitted (4) or discretionary (more than 4) rather than by units/hectare ranges (updated from previous draft bylaw based on developer feedback received).
- Also using plain language to define the density allowed for multiple housing developments by describing these in the number of units rather than by units/hectare ranges.
- Deleting Apartment Housing as a use in the District.
- Clarifying that the maximum density in the district is 55 dwelling units/ha (for any housing style allowed, including multiple housing developments).
- Clarifying that the maximum number of units for multi-attached housing is 6 dwelling units per building.
- Giving the Development Authority additional discretion to require conditions to support compatible development, firstly, for parking design and secondly, for screening between higher and lower density residential uses and/or augmented landscaping.

Council gave second and third readings to Bylaw 400.42 amendments to the R4 District, as presented.

6.3 Bylaw 498 and Bylaw 501 – Borrowing Bylaw: Fire Equipment – Second and Third Reading

On November 14, 2022, Council approved the 2023 Capital Budget and 10-Year Capital Plan, which includes the replacement of Fire Engine 4 and Fire Tower apparatus.

The overall project costs are estimated at \$1 million for the new Fire Engine and \$2 million for the new Fire Ladder Truck. On January 23, 2023, Council approved the first reading of Bylaws 498 and 501. The bylaws were advertised for two weeks (as required) on February 9 and February 16, and March 3, 2023, was the last day for the petition requests to be filed. No petitions were received before the deadline.

Council approved the second and third readings of Bylaw 498 for a Fire Engine.

Council approved the second and third reading of Bylaw 501 for a Fire Ladder Truck.

8. In Camera

8.2 Labour (FOIP Section 17)

Council rescinded the appointment of Bronwyn Reeves to the Lacombe & District Recreation, Parks, and Culture Board with a term starting February 28, 2023, and ending February 27, 2026.

Council appointed Karlee Rennie to the Lacombe & District Recreation, Parks, and Culture Board with a term starting March 14, 2023, and ending February 27, 2026.

8.3 Labour (FOIP Section 16)

Council accepted the Year Five Performance Objectives update as information.

8.4 Labour (FOIP Section 16)

Council accepted and deemed the results of the 2022 annual performance review successful.

****The next scheduled Council Meetings:***

-Monday, March 27, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall

-Monday, April 3, 2023 – Committee of the Whole Meeting at 5:30 p.m. – City Hall

-Tuesday, April 11, 2023 – Regular Council Meeting at 5:30 p.m. – City Hall

[illegible]

TO		Members of Council		
FROM		Deputy Mayor Laura Svab		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary or key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: February 16 – March 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
(Choose one)				
February 21	x			Governance Workshop
February 28	x			Regular Council Meeting
March 1	x			Recreation, Culture, and Parks Board Meeting
March 7	x			Library Board Meeting
March 8	x			Policing Committee Meeting
March 11		x		Red Deer Home Show
March 14	x			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Jim Sands		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: Feb 15/ 23 - Mar 15/ 23		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 16/ 23			X	Council Roundtables
Feb 20/ 23		X		Blackfalds Winterfest- EBC
Feb 21/ 23			X	Governance Workshop
Feb 28/ 23	X			Public Hearing with Regular Council Meeting
Mar 9/ 23	X			FCSS Meeting - March
Mar 14/ 23	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Edna Coulter		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: February 16 to March 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 21			Workshop	Governance Workshop
Feb 23	X			Parkland Public Library meeting
Feb 28	X			Regular Council meeting
Mar 13	X			Blackfalds Health Professional Attraction & Retention Committee
Mar 14	X			Regular Council Meeting

TO		Members of Council		
FROM		Councillor Rebecca Stendie		
SUBJECT		<ul style="list-style-type: none"> • Summary of meetings/events attended as a Council representative during this reporting period • Summary of key issues, decisions and/or comments for Council's information 		
REPORT DATE		For the period: February 16, 2023 to March 15, 2023		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
February 21, 2023			x	Governance workshop
February 28, 2023	x			Regular Council meeting
March 1, 2023	x			Emergency Management Committee meeting
March 1, 2023	x			Recreation, Culture, and Parks Board meeting
March 9, 2023	x			Family and Community Support Services meeting
March 14, 2023	x			Regular Council meeting

TO		Members of Council		
FROM		Councillor Marina Appel		
SUBJECT		<ul style="list-style-type: none">• Summary of meetings/events attended as a Council representative during this reporting period• Summary of key issues, decisions and/or comments for Council's information		
REPORT DATE		For the period: 16 February – 15 March		
Date	Meeting	Event	Other	KEY POINTS OF DISCUSSION AND/OR DECISIONS
	(Choose one)			
Feb 15	X			Youth Engagement Planning Subcommittee – IRJC Focus groups were created and discussions took place.
Feb 21		X		Governance Workshop – Part 2
Feb 27	X			BHPARC – Virtual Meeting with MLA Yao
Feb 28	X			RCC Meeting
March 1	X			TOB Emergency Management Committee Meeting – Attended Virtually
March 6	X			EDTAC Meeting
March 8	X			Policing Committee
March 10			X	Red Deer Home Show – Town of Blackfalds Table
March 11			X	Red Deer Home Show - Town of Blackfalds Table
March 13	X			BHPARC Meeting
March 14	X			RCC Meeting

MINUTES

A Regular Council Meeting for the Town of Blackfalds was held on March 14, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Laura Svab
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands
Councillor Rebecca Stendie
Councillor Marina Appel

ATTENDING

Myron Thompson, CAO
Justin de Bresser, Director of Corporate Services
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Planning & Development Manager
Jason Baranec, Economic Development Officer
Marco Jadie, IT Tech
Danielle Nealon, Executive & Legislative Coordinator

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

CALL TO ORDER:

Mayor Hoover called the Regular Council Meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

ADOPTION OF AGENDA

Addition of Business item 7.4 - Council Attendance at Community Events

062/23

Councillor Dennis moved That Council adopt the March 14, 2023 Agenda as amended.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

MINUTES**BUSINESS ARISING FROM MINUTES****Request for Decision, Council Code of Conduct Bylaw 1278.23 (new)**

CAO Thompson brought forth the new Council Code of Conduct Bylaw 1278.23 for Council's formal adoption.

063/23 Councillor Appel moved That Council refer this item back to Administration.

CARRIED UNANIMOUSLY

Request for Decision, Capital Green Project - EV Charging Stations

Economic Development Officer Baranec brought forward to Council the Administrative recommendations for the locations of the EV Charging Stations.

064/23 Councillor Stendie moved That Council moves to accept the recommendation of Administration to install a level 3 and level 2 charging station at the Civic Centre and on Town owned lands at the SW corner of Park Street and Highway 2A.

CARRIED
Opposed Councillor Appel

065/23 Councillor Stendie moved That Council moves to accept the recommendation of Administration to provide electric vehicle charging stations free of charge for the level 2 users with an established maximum rate of \$20/hr for the Level 3 charging systems.

CARRIED
Opposed Councillor Appel

BUSINESS**Request for Decision, Proposed Subdivision S-01-22**

Manager Tejkl brought forward a proposed subdivision S-01-22 that will subdivide approx. 0.5 ha off of 4405 South Street (Lot 3 Block 1 Plan 102 2233) and Consolidate into 4401 South Street (Lot 2 Block 1 Plan 102 2233).

066/23 Councillor Coulter moved That Council, approve subdivision file S-01-22 to subdivide approximately 0.50 ha from Lot 3 Block 1 Plan 102 2233 and consolidate it into Lot 2 Block 1 Plan 102 2233, subject to the following conditions:

1. That pursuant to Section 84 of the Land Titles Act, the subdivision, as shown on the Tentative Plan of Subdivision, is registered by Plan of Survey.
2. That pursuant to Section 654(1)(d) of the *Municipal Government Act*, all outstanding property taxes are to be paid, or some other arrangement, satisfactory to the Town of Blackfalds, for payment thereof.
3. That pursuant to Section 655(1) of the *Municipal Government Act*, the owner/developer registers utility rights-of-way as per the requirements of the Town of Blackfalds and/or utility companies concurrent with or prior to registering the subdivision Plan of Survey.
4. That Municipal Reserves (MR) owed, being 0.203 Hectares for Lot 2 Block 1 Plan 102 2233 and 0.401 Hectares for Lot 3 Block 1 Plan 102 2233 for a total of 0.604 Hectares (1.493 Acres), be provided as money-in-lieu payment at a rate of \$275,000/acre for a total of \$410,575.00.

CARRIED UNANIMOUSLY

MINUTES**Request for Decision, Community Initiatives Grant - Blackfalds Cheemo Senior's Club**

Director Kreklewich presented the Blackfalds Cheemo Senior's Club Community Initiatives Grant Application to Council.

067/23 Councillor Sands moved That Council provide funding to the Blackfalds Cheemo Senior's Club from the Community Initiatives Grant in the amount of \$2,140.45.

CARRIED UNANIMOUSLY

Request for Decision, CP Train Whistle Cessation

Following a recent delegation to Council, CAO Thompson presented information and options regarding proceeding with the CP Train Whistle Cessation within the Town's municipal boundaries.

068/23 Deputy Mayor Svab moved That Council refer this item back to Administration for costs associated with the CP Train Whistle Cessation process and for Council to hold an Open House public consultation regarding the CP Train Whistle Cessation.

CARRIED UNANIMOUSLY

Council Attendance at Community Events

Councillor Appel discussed attendance of Council at Community Events. This would provide citizens with an informal opportunity to meet with members of Council, ask questions and provide feedback and suggestions.

069/23 Councillor Appel moved That Council direct Administration to assist Council in attending Community Events.

CARRIED UNANIMOUSLY

Mayor Hoover turned the Chair over to Deputy Mayor Svab for the next item.

ACTION CORRESPONDENCE**Red Deer Hospital Expansion, SHECA Asks for Action**

Mayor Hoover provided a verbal presentation regarding the Red Deer Hospital Expansion and SHECA asking for assistance in action.

070/23 Mayor Hoover moved That Council direct Administration to create a template for residents and Council to utilize to advocate for health services and address health concerns.

CARRIED UNANIMOUSLY

Deputy Mayor Svab turned the Chair back over to Mayor Hoover.

INFORMATION

- Economic Development & Tourism Advisory Committee Meeting Minutes - January 9, 2023
- Recreation Culture and Parks Board Meeting Minutes - February 1, 2023
- Family and Community Support Services Board Meeting Minutes - February 9, 2023
- Report for Council, Enforcement and Protective Services Monthly Report - February 2023
- Report for Council, Development & Building Monthly Report - February 2023
- Report for Council, BOLT KPI Monthly Report - February 2023
- County of Lacombe Highlights - February 23, 2023
- City of Lacombe Highlights - February 27, 2023

MINUTES

- 071/23** Deputy Mayor Svab moved That Council accept the Information Items as information.

CARRIED UNANIMOUSLY

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

- 072/23** Councillor Appel moved That Council accept the Regular Council Meeting Minutes from February 28, 2023, as amended.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

None

RECESS

- 073/23** Councillor Sands moved That Council move for a five-minute recess at 8:30 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:35 p.m.

CONFIDENTIAL – Closed Session

- **Third Party FOIP Section 16**

- 074/23** Councillor Appel moved That Council move to a closed session commencing at 8:36 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 16 of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel and CAO Myron Thompson.

- 075/23** Deputy Mayor Svab moved That Council move to come out of the closed session at 8:47 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Regular Council Meeting back to order at 8:47 p.m.

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel and CAO Thompson.

- 076/23** Deputy Mayor Svab moved That Council give First reading to Bylaw 1279.23 appointing Mr. Justin de Bresser as the Interim Chief Administrative Officer effective April 1st, 2023, as presented.

CARRIED UNANIMOUSLY

MINUTES

077/23 Councillor Sands moved That Council give Second Reading to Bylaw 1279.23 appointing Mr. Justin de Bresser as the Interim Chief Administrative Officer effective April 1st, 2023, as presented.

CARRIED UNANIMOUSLY

078/23 Councillor Appel moved That Council give unanimous consent for Third Reading of Bylaw 1279.23 appointing Mr. Justin de Bresser as the Interim Chief Administrative Officer effective April 1st, 2023, as presented.

CARRIED UNANIMOUSLY

079/23 Councillor Dennis moved That Council give Third and Final Reading to Bylaw 1279.23 appointing Mr. Justin de Bresser as the Interim Chief Administrative Officer effective April 1st, 2023, as presented.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Regular Council Meeting at 8:48 p.m.

Jamie Hoover, Mayor

Myron Thompson, CAO

MINUTES

A Special Meeting of Council for the Town of Blackfalds was held on March 20, 2023, at 5018 Waghorn Street in Council Chambers, commencing at 6:30 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Laura Svab
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Jim Sands
Councillor Rebecca Stendie
Councillor Marina Appel

ATTENDING

Myron Thompson, CAO

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

CALL TO ORDER:

Mayor Hoover called the Special Meeting of Council to order at 6:30 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

ADOPTION OF AGENDA

080/23

Deputy Mayor Svab moved That Council adopt the March 20, 2023 Agenda as presented.

CARRIED UNANIMOUSLY

DELEGATION

None

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS

None

ACTION CORRESPONDENCE

None

MINUTES

INFORMATION

None

ROUND TABLE DISCUSSION

None

ADOPTION OF MINUTES

None

NOTICES OF MOTION

None

BUSINESS FOR THE GOOD OF COUNCIL

None

CONFIDENTIAL – Closed Session

- **FOIP S. 24 (1) – Advice from Officials**

081/23 Councillor Sands moved That Council move to a closed session commencing at 6:31 p.m. in accordance with Section 197(2) of the *Municipal Government Act* to discuss matters exempt from disclosure under Section 24(1) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED UNANIMOUSLY

Closed Session Attendance: Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel and CAO Myron Thompson.

082/23 Councillor Sands moved That Council move to come out of the closed session at 6:32 p.m.

CARRIED UNANIMOUSLY

REGULAR COUNCIL MEETING RETURNED TO ORDER

Mayor Hoover called the Special Meeting of Council back to order at 6:32 p.m.

Regular Council Meeting Attendance: Mayor Jamie Hoover, Deputy Mayor Laura Svab, Councillor Edna Coulter, Councillor Rebecca Stendie, Councillor Jim Sands, Councillor Brenda Dennis, Councillor Marina Appel and CAO Myron Thompson.

083/23 Councillor Appel moved That Council proceed in entering into a contract with Davies Consulting Group for the CAO recruitment process not to exceed \$18,500.00.

CARRIED UNANIMOUSLY

ADJOURNMENT

Mayor Hoover adjourned the Special Meeting of Council Meeting at 6:35 p.m.

Jamie Hoover, Mayor

Myron Thompson, CAO

MINUTES

A Standing Committee of Council meeting for the Town of Blackfalds was held on March 20, 2023 at 5018 Waghorn Street in Council Chambers, commencing at 7:00 p.m.

MEMBERS PRESENT

Mayor Jamie Hoover
Deputy Mayor Laura Svab
Councillor Jim Sands
Councillor Marina Appel
Councillor Edna Coulter
Councillor Brenda Dennis
Councillor Rebecca Stendie

ATTENDING

Myron Thompson, CAO
Justin de Bresser, Director of Corporate Services
Preston Weran, Director of Infrastructure and Property Services
Rick Kreklewich, Director of Community Services
Jolene Tejkl, Manager of Planning and Development
Sue Bornn, FCSS Manager
Marco Jadie, IT Tech
Lorrie Logan, Municipal Clerk

REGRETS

None

MEDIA

None

OTHERS PRESENT

None

**CALL TO
ORDER:**

Deputy Mayor Svab called the Standing Committee of Council Meeting to order at 7:00 p.m.

TREATY SIX LAND ACKNOWLEDGEMENT

A Land Acknowledgement was read to recognize that the Town of Blackfalds is on Treaty Six territory.

ADOPTION OF AGENDA

Standing Committee of Council amended the order of the Agenda items.

015/23

Councillor Sands moved that Standing Committee of Council adopt the agenda for March 20, 2023, as amended.

CARRIED UNANIMOUSLY

DELEGATION

Blackfalds Social Needs Assessment – Moorhouse & Associates

Moorhouse and Associates, Tim and Christopher gave an overview of the results of the 2022 Social Needs Assessment for the Town of Blackfalds.

MINUTES

PUBLIC HEARING

None

BUSINESS ARISING FROM MINUTES

None

BUSINESS**Request for Direction, 2022 Social Needs Assessment - Draft**

Manager Bornn brought forward the draft 2022 Social Needs Assessment for Standing Committee of Council's initial review.

- 016/23** Mayor Hoover moved That Standing Committee of Council recommends amendments to the 2022 Social Needs Assessment and refers this back to the FCSS Board and bring it forth at a later date.

CARRIED UNANIMOUSLY**Request for Direction, Westwood Drive Parkway**

Director Kreklewich brought forward for discussion and consideration the Westwood Drive Parkway project.

- 017/23** Councillor Stendie moved That Standing Committee of Council recommend to Council to have Administration send letters to all surrounding residents and to have an Open House for public consultation regarding the proposal.

CARRIED
Opposed Mayor Hoover**Request for Direction, Bylaw 1280.23 Election Sign Bylaw – Draft**

Manager Tejkl brought forward draft Bylaw 1280.23, the Election Sign Bylaw for discussion and review.

- 018/23** Councillor Dennis moved That Standing Committee of Council recommend to Council to adopt Bylaw 1280.23.

CARRIED UNANIMOUSLY**Request for Direction, Policy 169.29 Policy Governance Framework**

CAO Thompson brought forward draft Policy 169.29, Policy Governance Framework for initial discussion and review.

- 019/23** Councillor Appel moved That Standing Committee of Council adopts this report and recommends that Council consider formally adopting Policy 169.23, Policy Governance Framework with the additional information requested.

CARRIED UNANIMOUSLY**Request for Direction, Plaza Wall Structure**

Director Kreklewich brought forward the Plaza wall structure update and recommendation.

- 020/23** Councillor Sands moved That Standing Committee of Council recommend to Council to proceed with sending out the Request for Proposal for the Plaza wall structure.

CARRIED UNANIMOUSLY

MINUTES

INFORMATION

- Report for Committee, Bolt Capacity Modifications and Scheduling Changes

021/23

Mayor Hoover moved That Standing Committee of Council adopt the Bolt Capacity Modifications and Scheduling Changes Report as information.

CARRIED UNANIMOUSLY

ROUND TABLE

None

ADOPTION OF MINUTES

None

BUSINESS FOR THE GOOD OF THE COMMITTEE

None

CONFIDENTIAL

None

ADJOURNMENT

Deputy Mayor Svab adjourned the Standing Committee of Council Meeting at 9:11 p.m.

Deputy Mayor, Laura Svab

Myron Thompson, Chief Administrative Officer