

AGENDA

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 May 16, 2022

4. **Delegation**

None

5. **Public Hearing**

None

6. **Business Arising from Minutes**

None

7. **Business**

7.1 Request for Direction, Blackfalds Transit Service On-Demand Pilot Extension

7.2 Request for Direction, FCSS Facility Disposition

7.3 Request for Direction, Council Code of Conduct Bylaw 1226.18

7.4 Request for Direction, North West Storm Project (Verbal)

8. **Action Correspondence**

8.1 Town of Eckville Parade Request

8.2 Town of Stettler Parade Request

9. **Information**

None

10. **Round Table Discussion**

None

11. **Adoption of Minutes**

None

12. **Notices of Motion**

None

13. **Business for the Good of Council**

None

14. **Confidential**

None

15. **Adjournment**

Future Meetings/Events:

• *Regular Council Meeting – May 24, 2022*



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

MEETING DATE: May 16, 2022

ORIGINATED BY: Preston Weran, Director of Infrastructure
and Property Services

SUBJECT: Blackfalds Transit Service On-Demand Pilot Extension

BACKGROUND:

In 2012, a Regional Transit Partnership was formed between the City of Red Deer (CRD), the Town of Blackfalds and the City of Lacombe to provide public transit service between Red Deer, Blackfalds and Lacombe as well as add local bus service to Blackfalds and Lacombe. Since September 1, 2020, the Town of Blackfalds has been operating the new BOLT 2.0 service as an On-demand digital community commuter service as outlined in the resolution below:

RES. 136/20

Councilor Svab moved that Council authorize Administration to enter into contract negotiations with Prairie Bus Lines Ltd. for the provision of the transit operations and maintenance, Base Span 1, for a 2 year pilot period. Operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$186,368. The anticipated start date for the transit service is August 31, 2020, but this date is subject to change.

CARRIED UNANIMOUSLY

The last two years have been a very challenging time for transit services across the county. With BOLT ridership severely affected by the COVID-19 pandemic, we have not realized the ridership that we were anticipating. This program pilot has still been very successful, we have built a service that is reliable, efficient, and trustworthy. It is of note, our service is mostly focused on commuters with the remaining rides happening locally. This type of hybrid service is the only one of its kind in Canada, so each day, we are learning new things. Our economic situation continues to improve with Alberta's relaunch strategy in place as more people get back to work, we are anticipating greater growth. Evident over the last two years of data, we have still seen steady growth of this vital program. Our data also shows that our system is performing better or similar to other smaller municipalities.



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Month	# Riders	# New Riders	# Repeat Riders	Avg. Rides Per Rider	# Passengers Completed	# Rides Completed	Shared Rides (%)	Avg. Shared Fare Occupancy	Avg. Daily User Conversion Rate (%)	Avg. Ride Rating
Apr 2022	40	6	34	9.0	442	361	39%	2.3	84%	4.7
Mar 2022	34	5	29	15.5	591	527	56%	2.4	92%	4.8
Feb 2022	31	4	27	12.6	419	390	50%	2.6	86%	4.9
Jan 2022	31	9	22	11.1	363	344	40%	2.3	83%	4.9
Dec 2021	29	3	26	9.9	326	286	36%	2.3	74%	4.9
Nov 2021	31	5	26	13.3	450	412	46%	2.5	84%	4.8
Oct 2021	32	8	24	9.4	344	301	45%	2.5	82%	4.9
Sep 2021	27	7	20	9.1	280	247	45%	2.4	74%	4.9
Aug 2021	28	8	20	5.0	164	141	27%	2.1	71%	4.8
Jul 2021	22	8	14	6.9	173	151	24%	2.1	67%	4.9
Jun 2021	23	5	18	10.6	256	243	40%	2.2	78%	4.9
May 2021	23	6	17	8.0	195	183	26%	2.2	84%	4.9
Apr 2021	23	5	18	9.2	228	212	37%	2.2	83%	4.9
Mar 2021	22	6	16	12.4	299	273	45%	2.1	82%	5.0
Feb 2021	17	6	11	9.6	172	163	21%	2.1	83%	5.0
Jan 2021	26	8	18	8.3	234	217	33%	2.2	86%	5.0
Dec 2020	21	4	17	8.4	203	177	26%	2	82%	5.0
Nov 2020	30	11	19	9.2	299	276	40%	2.2	87%	5.0
Oct 2020	27	12	15	9.2	266	249	43%	2.2	78%	5.0
Sep 2020	36	33	3	5.9	228	212	44%	2.2	69%	4.9
Aug 2020	3	3	0	1.3	4	4	0%	-	43%	4.7

With the economy on the mend, we are happy to provide the Committee with the following information and recommendation for the future of our On-demand transit system, BOLT. Administration requested our current service provider, Prairie Bus Lines to provide 2022, 2023 and 2024 rates required to maintain our current service levels with inflation on the rise. These rates are detailed below under the financial impacts section of this report, but are reasonable, considering the state of inflation across the country.

DISCUSSION:

Our current contract for On Demand Transit Services is provided by Prairie Bus Lines Ltd. They have been contracted to manage the application, the call centre, the van routes and maintaining our purchased van since this service started 20 months ago. Prairie Bus Lines and their parent company, Pacific Western Transportation came highly recommended and are the main provider of On-Demand services in Canada. They collaborated with the Town of Cochrane to successfully launch and customize the first solely On-Demand passenger transit service in Canada and have since gone on to launch similar services in Okotoks and Calgary. They have also been awarded the On-Demand services contract for the City of Edmonton. Prairie Bus Lines runs out of downtown Red Deer and provides school bus and other transportation solution services for central Alberta. They have provided their professional support to Administration regarding this program's service levels daily and regarding future program planning throughout this contract.



TOWN OF BLACKFALDS STANDING COMMITTEE MEETING REQUEST FOR DIRECTION

Administration has had the last 20 months to review this company's service level and ability operating and managing this service on behalf of the residents of Blackfalds. We substantiate that they have the facilities, equipment, and professional expertise to provide our local On-Demand Transit Service future needs for the Town. They have worked very closely with us to ensure that the program is working well and have mitigated concerns as they arise. They were very comfortable with change management that effected this service throughout the pandemic to date. They pride themselves on providing our riders and future riders with the confidence in customer service they need in a Municipal Transit Service. We are happy to report the service has completed over **5365** individual rides. However, due to the Covid Pandemic, we have not realized the true growth we were hoping for pre-pandemic.

Our arrangement with this service provider has been working very well and Administration is confident that they would be the best option to continue this transit service past the pilot program deadline of August 31st, 2022, if Council so wishes.

Within the 2022 budget we budgeted a full year of continued use of the Base Service Span 1 (our current hours of operation with a single van), in anticipation of this discussion. If this program continues, we suggest maintaining this level of service based on the timetable of On-demand Service below, with minor revisions and the addition of two potential intermunicipal private site stops.

Base Service Span 1 (our current hours of operation with a single van is below for reference)

LOCAL SERVICE TIME SLOTS	REGIONAL SERVICE TO RED DEER (SOUTHBOUND)	ARRIVES IN RED DEER KINGSTON DRIVE NORTH	REGIONAL SERVICE TO BLACKFALDS (NORTHBOUND)	ARRIVE IN BLACKFALDS EAST (PANORAMA DR) AND WEST (WOMACKS RD)
6:00 AM			6:00 AM	6:09 AM
6:30 AM	6:15 AM	6:30 AM		
7:00 AM	7:00 AM	7:11 AM	7:16 AM	7:27 AM
7:30 AM	7:30 AM	7:41 AM	7:46 AM	7:57 AM
8:00 AM				
8:30 AM	8:30 AM	8:41 AM	8:46 AM	8:57 AM
9:00 AM				
9:30 AM				
10:00 AM				
10:30 AM				
11:00 AM				
11:30 AM	11:36 AM	11:47 AM	11:52 AM	12:03 PM
12:00 PM				
12:30 PM				
1:00 PM				
1:30 PM				
2:00 PM	2:10 PM	2:21 PM	2:30 PM	2:41 PM
2:30 PM				
3:00 PM				
3:30 PM	3:30 PM	3:41 PM		
4:00 PM			4:03 PM	4:14 PM
4:30 PM				
5:00 PM	5:00 PM	5:09 PM		
5:30 PM			5:33 PM	5:44 PM
6:00 PM				
6:30 PM				
7:00 PM			7:33 PM	7:44 PM
7:30 PM	7:45 PM	7:56 PM		
8:00 PM				



TOWN OF BLACKFALDS STANDING COMMITTEE MEETING REQUEST FOR DIRECTION

Our BOLT transit service is one of a kind in Central Alberta. We have been honored to be able to work within this budget since August of 2020 to provide safe, accessible, affordable, reliable and convenient rides around Blackfalds and into Red Deer. With this service in place, we can suitably support access to our local businesses, schools and regional services.

With Transit, local employers can draw on a larger pool of skilled labour forces which they would not normally have access to. The Bolt service also supports our older and younger population to actively move around town without the need of a vehicle or license. The Economic Development Board supports this service under these ideas. Further, the Town's Environmental Stewardship Strategy supports this type of public transit, reducing air and water pollution. We have also heard from the Town's FCSS department which recognizes the social support of having a transit service to assist our low income and underprivileged society get to their appointments and other events happening in Red Deer.

Our Town continues to grow and develop at a good rate, with the new High School coming soon, there will be even more opportunities for riders to join the BOLT movement away from traditional transportation methods. Administration recognizes that without this BOLT service, all of these opportunities that transit offers will be lost for our residents, businesses and visitors alike.

Additional Stops Planned

As soon as the Pandemic restrictions were softened, our EDO was able to further engage with some regional businesses that might be able to help grow our ridership. We received support to install a stop location at the Eagle Builders Operational Facility located across Highway 2 in Aspelund Industrial area. This is our first confirmed potential private stop. We also have our sights on a stop at the Red Deer Polytechnical School in Red Deer, but no discussions have taken place on this stop yet.

If the Committee decides to continue with the BOLT service, our On Demand system can be expanded to focus on two large growth opportunities: a stop in Lacombe County at the Eagle Builders Shop and a second stop in Red Deer west at Red Deer Polytechnical (College). If the Committees' direction tonight is to continue the service past the pilot program timeframe of August 31, 2022, then we will, if supported, continue to finalize these stops and get them integrated into the app as soon as possible, hopefully well before September school start.

FINANCIAL IMPLICATIONS:

The existing contract hourly rate is \$55 per hour using our van for service. The hourly rate is \$75 per hour using their fleet unit. The contractor has requested an increase in rates to \$59.95 and \$81.75 per hour respectfully for year one, then 1% plus CPI for the second year. Increases are due to gas prices and wage/inflation increases. If approved to extend this contract, we will work to provide the contractor with a fuel card to help mitigate these costs once our new fuel station is operational later this year. These rate increases will be covered under our 2022 transit budget contingency with the remaining BOLT expenses budgeted for future years.



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Further, without knowing anticipated sales, there is some risk with the existing 2022 and future year projected revenue streams with the recent COVID 19 pandemic and the uncertainty of the global pandemic and Ukrainian war.

We are not anticipating any signage or benches required to be installed at these two new locations, but the discussions with each stop partner will define those requirements

ADMINISTRATIVE RECOMMENDATION:

1. That Standing Committee recommend to Council to authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 2 year pilot period, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$186,368 until August 31, 2024, but this date is subject to change.
2. That Standing Committee recommend to Council to authorize Administration to plan and work with these stop partners to implement two additional regional stops, one at the Eagle Builders Operational Facility and one at the Red Deer Polytechnic.


ALTERNATIVES:

- A. That Standing Committee recommend to Council to authorize Administration to extend the current contract with Prairie Bus Lines Ltd for the provision of the transit operations and maintenance - Base Service Span 1 for an additional 1 year pilot period, operating on weekdays for a total of 3389 service hours for a maximum yearly cost of \$186,368 until August 31, 2023, but this date is subject to change.
- B. That Standing Committee refer this item back to Administration for more information.

Attachments:

- *Prairie Letter for Contract extension*
- *CUTA Statistics, Pre-pandemic (handout at meeting)*

Approvals:



CAO Myron Thompson



Department Director/Author



Prairie Bus Lines Ltd Quote

May 11th, 2022

Preston Weran,
Director of Infrastructure and Property Services,
Town of Blackfalds

Dear Preston,

Contract extension – On-demand Services

Thank you for providing us the opportunity to provide pricing for a contract extension for the On-Demand services we have been providing since August 2020.

Prairie Bus Lines safely transports your most important asset – your PEOPLE, through industry leading safety performance. We deliver on our commitment. With Best in Class Safety – PBL cultivates a culture of safety with all our clients – we ensure our safety goals are aligned and our action plans are transparent. With over 50 years of operating experience in Alberta, our team of transportation professionals are ready to mobilize and continue to support the Town of Blackfalds through planning, collaboration and rapid operational deployment.

Current Service rates

Town owned vehicle Cost per Service Hour (year 1):	\$55.00
Contractor owned vehicle Cost per Service Hour use (year 1):	\$75.00

Contract Extension:

Since our contract was originally agreed upon, we have seen a significant increase in fuel prices from \$0.90 per litre to more than \$1.60 per litre. We also need to increase driver wages and have seen a more than 15% increase in cost of parts.

Option 1

- 6-month Contract extension from Sept 1st, 2022 to February 28th, 2023

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75

Option 2

- 12-month Contract extension from Sept 1st, 2022 to August 31st, 2023

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75



Prairie Bus Lines Ltd Quote

Option 3

- 24-month Contract extension from Sept 1st, 2022 to August 31st, 2024

Town owned vehicle Cost per Service Hour (year 1):	\$59.95
Contractor owned vehicle Cost per Service Hour use (year 1):	\$81.75
Town owned vehicle Cost per Service Hour (year 2):	Plus 1% minimum based upon Alberta CPI (Transportation)
Contractor owned vehicle Cost per Service Hour use (year 2):	\$ Plus 1% minimum based upon Alberta CPI (Transportation)

Please note:

- Rates do not include GST
- Rates include Vehicles, Operator & Cleaning / Sanitization

We have been extremely please with the passenger numbers compared to other municipalities across the country. Passenger data shows that you The Town of Blackfalds should be proud that they have been pioneers in the world of both accessible Transportation and On-demand service. The Town of Blackfalds was the first municipality in Canada to launch a combined commuter and local On-demand service utilizing the same equipment and the investment and steady growth in passenger numbers has demonstrated that as the community grows, so will the demand for the service.

We look forward to partnering with you to ensure safe and reliable transportation services for your employees. Please do not hesitate in contacting me at **587-228-7732** or **jonathanw@southland.ca** should you require any other information.

Thank you again for this opportunity and we look forward to hearing from you.

Kind regards,

Jonathan Weal
Director of Business Development, Prairie Bus Lines



**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

MEETING DATE: May 16, 2022

PREPARED BY: Myron Thompson, CAO

SUBJECT: Town Facility Disposition

BACKGROUND:

At the June 15, 2020 Standing Committee of Council meeting, a report was provided that outlined three Town owned facilities that were impacted due to a number of changes in operations and due to implementation of capital projects. Administration sought preliminary input from the Standing Committee of Council to determine a course of action for Administration to act upon.

Two of these facilities have been addressed since that time, including the former Parks & Facilities Shop which is now where the local Food Bank operates. Parks & Facilities operations were merged with Public Works operations and Enforcement Services are now operating out of the Operations Centre. The second facility was that of the Parks & Facilities storage building located on Town-owned land off of Gregg St. immediately west of the Blackfalds Mobile Home Park. This building has since been removed as part of the overall road re-alignment project.

The third building in question was that of the existing FCSS building with any decisions withheld until such time that details for the transition of FCSS operations would be determined. The Town has developed a design for the renovations to the lower level of the Civic Centre now that the space has been vacated with the transition of the Library to the Eagle Builders Centre. The project is currently out for tender and closes on May 19th with project completion targeted for July.

Administration has been working with consulting services for the re-development of the former lower-level Library space to be re-purposed for Municipal operations. At the February 22nd Regular Meeting, Council reviewed the renovation layout and directed Administration to advance the project. The construction drawings for the project are presently being worked on with release of tender documents at the end of April.

DISCUSSION:

The FCSS building currently provides space for FCSS operations which currently includes 4.5 full time employees as well as office space for Alberta Health Services (youth mental health) and contracted Children Services. The building was formerly the Blackfalds Town Hall and was constructed in 1980. An inspection of the facility conducted in 2018, as part of the Civic Facilities Development Strategy and Master Plan, found that the building was



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in sound structural condition. The building currently is in need of a variety of maintenance upgrades with the most notable being re-roofing.

Administration is seeking input on the future of the existing FCSS building now that the new Library has re-located to the Eagle Builders Centre and the concept development of the former library space in the lower level has been determined. When this item was brought forward at the June 2020 meeting it was identified that the overall parking plan for the Eagle Builders Centre included the parking stalls at the Civic Centre including the land area which the FCSS Building occupies as well as what is now the Food Bank. It should be noted that the agreement with the Food Bank allows utilization for parking on the site. With the FCSS building no longer on the site there would be 27 additional parking stalls created (see attached map for proposed parking configuration).

There are several options for consideration for the existing FCSS building with one being the option of having the structure demolished and the area transformed into expanded parking space as indicated above. This option not only provides needed additional parking but opens up and improves the view towards the Civic Centre facility instead of the current situation of having the FCSS building block the street views of the Civic Centre. Current operational costs for this facility are approximately \$12,000 per year, which does not include any major maintenance requirements. The structure is over 40 years old and has served the community well. Another option that could be explored would include offering the building to be removed from the site, but this would be a challenge due to the fact that the building is on a slab.

Another option which has been discussed previously is to have the structure remain and have it utilized by existing and possibly additional social service providers/partners. This is certainly a possible option; however, any major renovations, due to the type of structure and construction, would be very difficult therefore the building would need to remain as providing office space. A few other considerations in this option is the confirmed availability of our local schools under our Joint use Agreements for utilization of organized youth activities.

Administration had sought input from the Committee at the SCC meeting held on March 14th, 2022. At that time the Committee requested that contact be made with the various groups and agencies within the Community to communicate the options being considered for the FCSS building as well as seeking feedback relative to the needs of the various groups and organizations, including that of facility space. This communication went out by formal letter and to the listing of groups and organizations that the Town had in its data base. To date two responses have been received, one from an existing agency presently utilizing an office space in the FCSS building who is paying a monthly rent. The other response was received from a youth organization that provides intervention and support to youth 13+ and young adults to the rural communities of Central Alberta. This agency currently operates out of a home based office space which is not meeting their needs. The response further identified the need to expand social support as this type of support is not



TOWN OF BLACKFALDS STANDING COMMITTEE MEETING REQUEST FOR DIRECTION

keeping up to growth of Blackfalds. Office space provided in the FCSS building, rent free for the interim, would assist them to continue to advance their services.

The existing FCSS facility is a municipal owned facility and is tax base supported. Council needs to determine if they want to continue and possibly expand offering of space to non-municipal entities. The facility could certainly be re-purposed to support social programming through a determined negotiated term as there are likely challenges for many of these groups from a financial standpoint. It is also determined that there is private sector space offered in the Community but not at the rate currently being offered to the existing leaseholder at the FCSS building.

Another consideration is that of the Community Centre. Administration views the Community Centre with the recent former Parent Link space being a possible good option for these types of children and youth social programming services if space could be accommodated. This facility has significant programming already in place by external stakeholders, users, and for our own programming.

FINANCIAL IMPLICATIONS:

Administration is estimating that should Council's decision be to have the FCSS Building demolished, the cost for this work would be estimated at \$13,000. This activity has not been budgeted for and funds would have to be drawn from Capital Reserves.

Retaining the facility and providing it for external usage will have an operating cost estimated to be \$12,000 annually plus any minor and major maintenance and repair costs that will be required in the future.

There would likely be offsetting revenue for leases but unsure at this time what that value would be.

ADMINISTRATIVE RECOMMENDATION:

1. That the Standing Committee of Council provide further input and feedback regarding the existence of the FCSS building.

ALTERNATIVES:

- a) That the Standing Committee of Council refers this item back to Administration for further information.



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STANDING COMMITTEE MEETING
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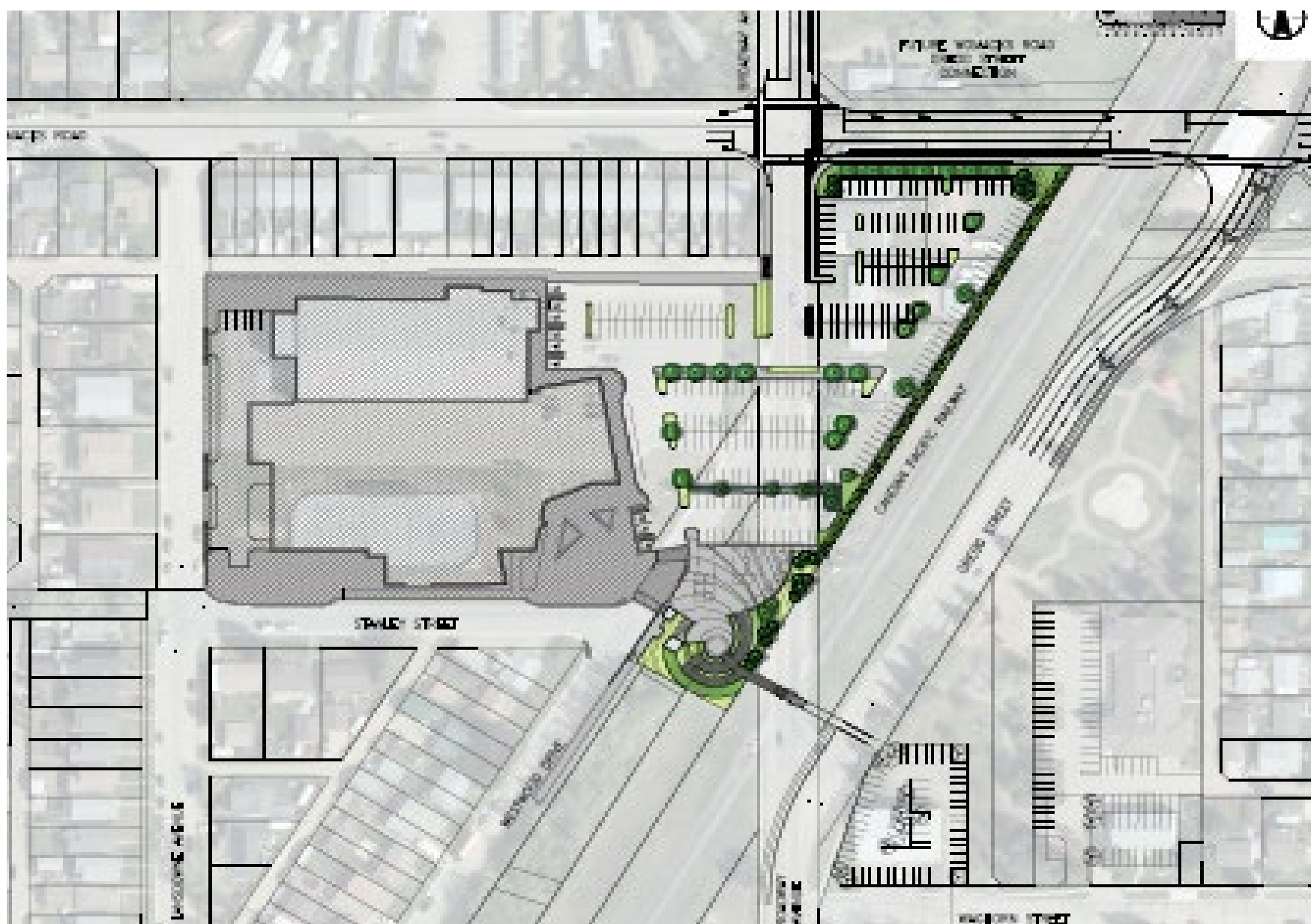
Attachments:

- *Parking Lot Sketch*

Approvals:



CAO Myron Thompson





**TOWN OF BLACKFALDS
STANDING COMMITTEE MEETING
REQUEST FOR DIRECTION**

MEETING DATE: May 16, 2022

ORIGINATED BY: Myron Thompson, CAO

SUBJECT: Bylaw 1226.18 – Code of Conduct for Elected Officials

BACKGROUND:

On October 26, 2017, Bill 20 of the Municipal Government Act required that Municipal Councils by bylaw, must establish a code of conduct governing the conduct of councilor's that applies to all councilor's equally. Council has a mandatory obligation to adhere to a Code of Conduct Bylaw formally adopted by the Municipality. This requirement was to be met by July 23, 2018.

A Council Code of Conduct template was established through joint collaboration of Municipal Affairs working with an established legal firm specializing in local government affairs.

Administration provided draft bylaw 1226.18 to the SCC on June 18, 2018 and furthered the establishment of the bylaw in subsequent readings of Council.

DISCUSSION:

The Council Code of Conduct is to be reviewed every four years. On April 13th, 2021 a motion was carried to undertake a review and update of Bylaw 1226.18. Soon after Council was involved in a formal complaint process that proceeded through a number of processes extending through the summer months. A subsequent matter evolved in the fall where further processes under the Council Code of Conduct bylaw was exercised. A consultant was engaged to assist in the undertaking of processes including the investigation itself, role of Integrity Commissioner on a retainer basis, and review and recommended updates to the Council Code of Conduct Bylaw 1226.18.

The process of the Code of Conduct Bylaw 1226.18 review and recommendations for update has now been completed with these updates provided to the Standing Committee of Council for consideration and discussion. A marked-up draft of the bylaw has been provided separately to Council for their review. These changes have been incorporated into the existing bylaw for this review. Upon being vetted by the Standing Committee of Council an amended bylaw will be brought before Council for adoption.

Administration is requesting that the Standing Committee review, engage in discussion and provide input on the recommended changes and provide further direction to Administration to advance the updating of the Council Code of Conduct bylaw requirements.



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FINANCIAL IMPLICATIONS:

Consulting fees have been attributed for this portion of the scheduled activities through the consulting agency.

ADMINISTRATIVE RECOMMENDATION:

1. That the Standing Committee of Council recommend that the Code of Conduct amending bylaw as per the draft provided be brought forward to Council for consideration.

ALTERNATES:

1. That the Standing Committee of Council refer this item back to Administration for further action.

Attachments:

- Bylaw 1226.18 Council Code of Conduct
- Bylaw 1226.18 Council Code of Conduct Revisions

Approvals:

CAO Myron Thompson

Department Director/Author



**TOWN OF BLACKFALDS
BYLAW 1226.18**

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
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 Councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, Councillors 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 Councillors;

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.

PART 4 - REPRESENTING THE MUNICIPALITY

- 4 Members shall:
- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;



TOWN OF BLACKFALDS BYLAW 1226.18

- 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.

PART 5 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 5 A Member must not claim to speak on behalf of Council unless authorized to do so.
- 6 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.
- 7 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.
- 8 No Member shall make a statement when they know that statement is false.
- 9 No Member shall make a statement with the intent to mislead Council or members of the public.

PART 6 - RESPECTING THE DECISION-MAKING PROCESS

- 10 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. No Member shall, unless authorized by Council, 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.
- 11 Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, 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.
- 12 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 7 - ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

- 13 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.
- 14 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.
- 15 Member 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 8 - RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

- 16 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.
- 17 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.



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- 18 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.
 - 19 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
 - 20 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.
 - 21 Members must not:
 - (a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO, as defined above;
 - (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 9 - CONFIDENTIAL INFORMATION

- 22 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.
- 23 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 to do so;
 - (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;
- 24 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 10 - CONFLICTS OF INTEREST

- 25 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.
- 26 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.
- 27 Members shall approach decision-making with an open mind that is capable of persuasion.
- 28 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

PART 11 - IMPROPER USE OF INFLUENCE

- 29 No Member shall use the influence of the Member's office for any purpose other than for



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the exercise of the Member's official duties.

- 30 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.
- 31 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 and for six (6) months after leaving office.

PART 12 - USE OF MUNICIPAL ASSETS AND SERVICES

- 32 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
- 33 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, offensive or inappropriate.

PART 13 - ORIENTATION AND OTHER TRAINING ATTENDANCE

- 34 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 35 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.
- 36 Members shall 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.
- 37 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.
- 38 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.
- 39 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.
- 40 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.

PART 14 - FORMAL COMPLAINT PROCESS

- 41 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:
 - (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;



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- (b) All complaints shall be addressed to the Investigator;
- (c) 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;
- (d) 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;
- (e) 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;
- (f) 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;
- (g) 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;
- (h) 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;
- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

PART 15 - COMPLIANCE AND ENFORCEMENT

- 42 Members shall uphold the letter and the spirit and intent of this Bylaw.
- 43 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 44 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.
- 45 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;



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- (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 Councillor and the sanction is not contrary to the Act.

PART 16 - REVIEW

- 46 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 17 - DATE OF FORCE

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

READ for the first time this 10th day of July, A.D. 2018.

(RES. 193.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the second time this 14th day of AUGUST, A.D. 2018.

(RES. 228.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

READ for the third and final time this 14th day of AUGUST, A.D. 2018.

(RES. 229.18)

MAYOR RICHARD POOLE

CAO MYRON THOMPSON

**BEING A BYLAW OF THE TOWN OF BLACKFALDS IN THE PROVINCE OF ALBERTA TO
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 Councillors;

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*, Councillors 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 Councillors;

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

- 1 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.
- 2 This Code of Conduct applies to the Mayor and all members of Council.
- 3 This Code of Conduct applies to all persons appointed by Council to serve on committees established by Council.
- 4 The purpose of the Code of Conduct is to provide a formal document setting out expectations and support for high standards of Councillor conduct and to prevent ethical conflicts and assist in their resolution.

PART 4 – PROPOSED ADDITION ON ROLES

1. 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 via legislation or bylaw.
2. 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 Councillor orientation training which shall be held no later than 90 days after a general municipal election.
 - h. To adhere to all policies, procedures and bylaws enacted by Council, including this Code of Conduct
3. MAYOR/REEVE DUTIES
 - a. Performs the duties of a Councillor.
 - 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

- 1 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.

PART 6 - COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 1 A Member must not claim to speak on behalf of Council unless authorized to do so by the whole of Council.
- 2 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.
- 3 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.
- 4 No Member shall make a statement when they know that statement is false.
- 5 No Member shall make a statement with the intent to mislead Council or members of the public.

PART 7 – PROPOSED ADDITION ON SOCIAL MEDIA

- 1 Councillors may use social media either with a personal account or a Town account; however, they shall conduct themselves respectfully and ethically.
- 2 Councillors 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.

PART 8 - RESPECTING THE DECISION-MAKING PROCESS

- 1 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.
- 2 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.
- 3 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.

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- 4 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

- 1 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.
- 2 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.
- 3 Member 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

-
- 1 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.
 - 2 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.
 - 3 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.
 - 4 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.
 - 5 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.
 - 6 Councillors shall not involve themselves in matters of Administration which fall within the jurisdiction of the County Manager, or which are identified as powers of the County Manager by the Municipal Government Act, the Chief Administrative Officer Bylaw, or by any other legislation or enactment of Council
 - 7 Councillors shall demonstrate compliance with the Town of Blackfalds' Respectful Workplaces Policy.
 - 8 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

- 1 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.
- 2 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;
- 3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

PART 12 - CONFLICTS OF INTEREST

- 1 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.
- 2 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.
- 3 Members shall approach decision-making with an open mind that can be persuaded.

PART 13 - IMPROPER USE OF INFLUENCE

- 1 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.
- 2 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.
- 3 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 and for one year after leaving office.

PART 14 - USE OF MUNICIPAL ASSETS AND SERVICES

- 4 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, offensive or inappropriate.

PART 15 - ORIENTATION AND OTHER TRAINING ATTENDANCE

- 1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 2 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.
- 3 Members shall 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.
- 4 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.
- 5 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.
- 6 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.
- 7 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.

PART 16 - PROPOSED ADDITION INFORMAL COMPLAINT PROCESS

1 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 Councillor that the behavior or activity contravenes the Code;
 - ii. Encourage the Councillor 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 Councillor your satisfaction with the response of the Councillor; or if applicable, advise the Councillor 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 B, or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

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- 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.

1. FORMAL COMPLAINT PROCESS

- 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. 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;
 - vii. 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;
 - viii. 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;
 - ix. A 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.

PART 17 - COMPLIANCE AND ENFORCEMENT

- 1 Members shall uphold the letter and the spirit and intent of this Bylaw.
- 2 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 3 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.
- 4 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 Councillor and the sanction is not contrary to the Act.

PART 18 - REVIEW

- 1 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 19 - DATE OF FORCE

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

PART 20 – REPEAL OF BYLAW 1226.18

- 1 Bylaw 1226.18 – 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



TOWN OF ECKVILLE

ECKVILLE PARADE

On behalf of the Town of Eckville, this invitation is being extended to you or a member of your Council to be a Guest of Honor in the Annual Eckville Parade on Saturday, June 11, 2022

You are also invited to gather with us before the parade at the Eckville Town Office between 10:30 and 11:30 a.m. for refreshments and light lunch.

The staging area for the parade is at the Eckville Elementary School located at 4948-54A Avenue starting at 11:00 a.m. The parade begins at 12:00 noon.

Please complete the following and reply by fax to (403) 746-2900 or email to info@eckville.com by May 30, 2022 to confirm your attendance.

	Municipality / Organization:	
	Dignitary(s) Attending:	
	Telephone:	
	Fax:	
	Email:	
Will you be entering a float?		
Will you have another type of entry?		
Will you be bringing a guest?		

We hope you are able to participate and look forward to seeing you on June 11th! If you have any questions or comments, please give us a call at 403-746-2171.

Mayor Colleen Ebdon
Town of Eckville



Stettler Business and Tourism Centre
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May 9, 2022

Dear Jamie Hoover;

Re: Stettler Steel Wheel Stampede Parade & Dignitary Luncheon

On behalf of the Stettler Regional Board of Trade & Community Development, I would like to extend an invitation to you or an alternate, to participate in our 13th annual Steel Wheel Stampede Parade. This year our parade is taking place on Saturday, June 11th at 11:00am.

You are welcome to bring your own vehicle or upon request, we will provide a parade vehicle for you. Parade assembly will be at the Rotary Armstrong Spray Park (62 Street- please enter off 44th Avenue from the South). If you require a parade vehicle to be provided for you, we ask for you to assemble at the Stettler Recreation Centre (6202 – 44 Avenue) where you will be assigned a vehicle and chauffeured to the parade assembly location.

Following the parade, you are invited to join representatives of the Town and County of Stettler in the Hub at the Stettler Recreation Centre, 6202 – 44 Avenue, for the Dignitaries' Luncheon.

Event times are as follows:

- 10:30 am- Marshaling Commences
- 11:00 am- Parade Begins
- 12:30 pm- Stettler Town & County Dignitaries Lunch

Please R.S.V.P. by May 31, indicating your attendance for the Parade, the Dignitary Lunch, and if you will be requiring a vehicle and/or signage for the parade. Please feel free to contact us if you require any additional information.

Stampede weekend in Stettler is growing each year. Visit www.steelwheelstampede.com for a list of rodeo events or www.destinationstettler.com for community happenings during the week and beyond. We thank you for your consideration and look forward to welcoming you to Stettler on June 11th.

Sincerely,

A handwritten signature in blue ink that reads "Donna Morris". The signature is fluid and cursive, with the first name "Donna" being more prominent than the last name "Morris".

Donna Morris
Project Manager