

VILLAGE OF BIG VALLEY
2024/25 Organizational Meeting Agenda

October 21, 2024 - 6:30 p.m.

Big Valley Administration Office
29 - 1st Ave S, Big Valley, AB

1. Call to Order
2. Adoption of Agenda
3. Nomination and Appointment of Mayor
4. Swearing in of Mayor
5. Nomination and Appointment of Deputy Mayor
6. Swearing in of Deputy Mayor
7. Signing Authorities (RFD 51-2024)
8. Appointment of Designated Officers (RFD 52-2024)
 - a) Assessor
 - b) Auditor
9. Establishment of Date, Time and Place for Regular Council Meetings (RFD 53-2024)
10. Bylaw 858 – Committees Bylaw
 - a. Appointment of Committee and Board Representatives (RFD 54-2024)
11. Bylaw 828 – Council Code of Conduct Bylaw Review
12. Bylaw 877 – Procedural Bylaw Review
13. Policy 01-2024 - Council Remuneration Policy Review
14. Adjournment

REQUEST FOR DECISION



Date: October 21, 2024
Memo To: Village Council
From: Colleen Mayne, CAO
Subject: Signing Authorities

RFD 51-2024

PURPOSE

That Village Council designate Signing Authorities for the Village.

BACKGROUND:

The Village is required to designate Signing Authorities. These persons have the authority to sign cheques and other documentation on behalf of the Village of Big Valley. All cheques and/or EFT payments require one Councillor and the CAO to sign, or two Councillors to sign in the absence of the CAO.

RECOMMENDATION:

THAT Village Council designate Chantelle Janke, Timmothy Field, Dan Houle, and Colleen Mayne as Signing Authorities for the Village of Big Valley.

FINANCIAL IMPLICATIONS – N/A

PREPARED BY:
Colleen Mayne, CAO

REQUEST FOR DECISION



Date: October 21, 2024
Memo To: Village Council
From: Colleen Mayne, CAO
Subject: Appointment of Designated Officers

RFD 52-2024

PURPOSE

That Village Council appoint Designated Officers for the Village.

BACKGROUND:

Village Council are required to appoint Designated Officers who carry out specific duties and functions for the municipality. As Designated Officers, they have the authority to delegate to another party within their firm who holds the required qualifications.

RECOMMENDATION:

1. **THAT** Council appoint Riley Kloss, Wild Rose Assessment Services Inc. as the Assessor for the Village of Big Valley for the 2025 year,

and,
2. **THAT** Council appoint Justin Tanner of Gitzel & Company Chartered Professional Accountants as the Auditor for the Village of Big Valley for the 2025 year.

FINANCIAL IMPLICATIONS – N/A

PREPARED BY:
Colleen Mayne, CAO

REQUEST FOR DECISION



Date: October 21, 2024 RFD 53-2024
Memo To: Village Council
From: Colleen Mayne, CAO
Subject: Establishment of Regular Council Meeting Dates, Time and Place

PURPOSE

To establish dates, time, and place for future Regular Council Meetings.

BACKGROUND:

Village Council have held Regular Council Meetings at the Village Office located at 29 1st Ave. S. on the third Monday of each month, commencing at 7:00 p.m., with meetings falling on a Statutory Holiday to be held the second Monday of that month.

Should Council change the date, time or place of any Regular Council Meeting that change must be advertised a minimum of 24 hours prior to the re-scheduled meeting time.

RECOMMENDATION:

THAT Village Council continue to hold Regular Council Meetings at the Village Office, located at 29 1st Ave. S, on the third Monday of each month commencing at 7:00 p.m., with meetings falling on a Statutory Holiday be held the second Monday of that month.

FINANCIAL IMPLICATIONS – N/A

PREPARED BY:
Colleen Mayne, CAO

REQUEST FOR DECISION



Date: October 21, 2024
Memo To: Village Council
From: Colleen Mayne, CAO
Subject: Appointment of Committee and Board Representatives

RFD 54-2024

PURPOSE

To determine Village Council Appointments to the Boards and Committees which require Council Representation.

BACKGROUND:

Boards and Committees with a direct connection to the Village provide a seat for Village Council representation. Such direct connection takes into account those Boards and Committees which the Village has a vested interest in what is being done, including those to which the Village pays a requisition.

A list of those Boards and Committees have been provided to Council. Council must determine who will be the primary Council Representative and who will be the alternate, with the exception of the local Library Board which does not facilitate an alternate.

RECOMMENDATION:

THAT Village Council appoint representation to the Boards and Committees.

FINANCIAL IMPLICATIONS – N/A

PREPARED BY:
Colleen Mayne, CAO

Village of Big Valley
COUNCIL COMMITTEE APPOINTMENTS

Effective: March 18, 2024

Board/Committee	Chantelle Janke	Timmothy Field	Daniel Houle
County of Stettler Housing Authority	A		X
County of Stettler Regional Recreation Board	A	X	
Stettler & District Ambulance Association	X	A	
Emergency Advisory Committee	X		A
Stettler Regional Fire Authority	A	X	
Parkland Community Planning Services		A	X
Stettler Waste Management Authority		X	A
Shirley McLellan Regional Water Service Committee		A	X
Family and Community Support Services of Alberta	X		A
Parkland Regional Library Services (no alternate req'd)		X	
Big Valley Municipal Library (no alternate req'd)		X	

X = Primary; A = Alternate

VILLAGE OF BIG VALLEY

BYLAW NO. 858

A BYLAW IN THE VILLAGE OF BIG VALLEY IN THE PROVINCE OF ALBERTA TO ESTABLISH THE COMMITTEES AND BOARDS OF COUNCIL

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, provides that a Council may by bylaw establish standing or special committees of Council and delegate to such committees duties and powers.

AND WHEREAS the Council of the Village of Big Valley considers it expedient to establish Council committees to support and facilitate the achievement of big Valleys' Strategic Plan, vision, and goals and to advise Council on matters relevant to the committee mandates.

NOW THEREFORE, the Council of the Village of Big Valley in the Province of Alberta, duly assembled, enacts:

1. TITLE

- 1.1 This Bylaw may be referred to as the "Committees Bylaw".

2. PURPOSE

- 2.1 This Bylaw shall govern the establishment and regulation of Council Committees and Boards unless a variance is specifically provided for in this bylaw. Any such variance must be set out in the Committee Terms of Reference. (as attached as Schedules to this Bylaw)

3. DEFINITIONS

In this Bylaw:

- 3.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c.M-26 and amendments thereto.
- 3.2 "Ad Hoc Committee" means a Committee established for a specified period of time and a specific purpose.
- 3.3 "Administrative Representative" refers to the administration resource person appointed to a committee by the chief Administrative Officer or his delegate.
- 3.4 "Chief Administrative Officer (CAO) is the person appointed by Council as the Chief Administrative Officer or his designate, pursuant to the *Municipal Government Act*, CAO means the Chief Administrative Officer for the Village of Big Valley.
- 3.5 "Committee" means a committee, commission, Board or other body established by Council.
- 3.6 "Council" is the Mayor and Councillors of the Village of Big Valley elected pursuant to the provisions of the Local Authorities Election Act, R.S.A., 2000, c.L-21.
- 3.7 "Councillor" means any member of Council including the Mayor and Deputy Mayor;
- 3.8 "Village" means Village of Big Valley;
- 3.9 "Member-at-large" means a member of the public appointed by Council to a Committee pursuant to this bylaw;

- 3.10 "Mayor" means the Chief Elected Official of the Village;
- 3.11 "Organizational Meeting" means the organizational meeting of Council as required under the *Municipal Government Act* (M.G.A.);
- 3.12 "Terms of Reference" means those terms pertinent to the establishment and mandate of an individual Committee and which are in addition to or beyond the parameters of this bylaw.

1. ESTABLISHMENT OF COMMITTEES

- 1.1. This bylaw shall apply to all Council-created committees except for quasi-judicial bodies and provincially-legislated boards and committees such as Subdivision Development and Appeal Board, Municipal Planning Commission and Local Assessment Review Board, and Composite Assessment Review Boards, which are governed by their own bylaws
- 1.2. Council may establish Committees and their Terms of Reference by either resolution or bylaw.
- 1.3. Council does hereby establish those Committees set out in the Terms of Reference attached to and forming part of this bylaw as schedule "A".
- 1.4. Each Committee shall be deemed a Committee of Council and shall be responsible and accountable only to Council.
- 1.5. Each Committee is hereby authorized to prepare a "Terms of Reference" document for recommendation to Council. The Terms of Reference must be approved by Council and include, at a minimum, membership, purpose, term, frequency of meetings, and work scope.
 - 1.5.1. Committee Terms of Reference shall be reviewed by Council at least once every four (4) years as to the continued need for the Committee and, if required, whether:
 - the Terms of Reference are appropriate and meet the objectives of Council; and
 - the Committee is fulfilling its Terms of Reference.

2. ESTABLISHMENT OF SUBCOMMITTEES

- 2.1. A Committee may recommend to Council that a Subcommittee be established to assist with the Committee's duties.
- 2.2. Council may establish Subcommittees and their Terms of Reference by either resolution or bylaw.
- 2.3. Subcommittees will have the duties, functions, membership, procedures, and other characteristics as established by their Terms of Reference.

3. MEMBERSHIP

- 3.1. A Committee shall be composed of the number of participants, both Councillors and Members-at-Large, as indicated in the Committee Terms of Reference approved by resolution of Council.
- 3.2. All Committee members shall be residents in the Village of Big Valley unless otherwise provided in the Terms of Reference for that Committee.
- 3.3. Councillors shall be appointed to committees annually at the organizational meeting.
 - 3.3.1. The Mayor shall be an ex-officio member of all committees and, as such member of the committees, shall have all the powers and privileges of any member of the same, including the right to vote upon all questions to be dealt with by such committees.
 - 3.3.2. Where a member of Council is appointed as a member of the Committee, their appointment shall terminate upon ceasing to be a member of Council.
- 3.4. Members-at-Large shall be appointed by Council to a Committee effective as of November 1 in each year or as otherwise designated by Council.
 - 3.4.1. All Members-at-Large shall remain in office until their respective successors are appointed.
- 3.5. Council may, for any reason it considers sufficient, remove a Member-at-Large of a Committee by resolution.
- 3.6. Any Member of a Committee who is absent from three (3) consecutive meetings of the Committee shall forfeit his or her office unless there is a resolution of the Committee accepting a valid reason for his or her absence.
- 3.7. Committee Members shall only speak on behalf of the Committee when formally given such authority by Council or the Committee for a specifically defined purpose.

4. TERM OF APPOINTMENT

- 4.1. Members-at-Large shall be appointed for a two (2) year term unless otherwise provided in the Committee Terms of Reference.
 - 4.1.1. Terms run from November 1 through to October 31 for a 2-year period.
- 4.2. Members-at-Large whose terms are expiring may be re-appointed provided that no Member-at-Large may serve more than three (3) consecutive terms on a particular Committee.

- 4.3. Notwithstanding section 7.2, Council may allow a Member-at-Large to be re-appointed for a fourth consecutive term if Council determines that special circumstances warrant such an appointment.
- 4.4. In the event of a vacancy occurring before the expiration of a term, Council may appoint a replacement for the remainder of that term.
- 4.5. A Member may resign from a Committee at any time by giving written notice to the C.A.O.
- 4.6. Council Representatives are appointed for a one (1) year term at the Organizational Meeting of Council unless otherwise provided in the Terms of Reference for that Committee.

5. CHAIR AND VICE CHAIR

- 5.1. A Committee shall elect a Chairman and Vice-Chairman from among its Voting Members at the first meeting held following new members' appointment each year.
- 5.2. The Chairman shall hold office for a term of one (1) year from the date of appointment.
- 5.3. The Chairman shall preside over all committee meetings and decide all points of order that may arise.
- 5.4. In the absence of the Chairman, the Vice-Chairman shall preside over meetings and shall exercise all the same powers, duties, and responsibilities that the Chairman would be entitled to exercise if present.

6. ADMINISTRATIVE REPRESENTATIVE

- 6.1. The C.A.O. shall be the Administrative Representative or may appoint an Administrative Representative to each Committee.
- 6.2. The Administrative Representative shall ensure that accurate minutes are kept of all regular and special meetings of the Committee, copies of which shall be signed and filed at the Village of Big Valley Administration Office.
- 6.3. The Administrative Representative shall provide expert advice, research, information, and additional support staff as required by the Committee.
- 6.4. The Administrative Representative shall not be a member of a Committee and may not vote on any matter.
- 6.5. The C.A.O., or his designate, shall ensure that all Committee members receive an appropriate orientation on the Terms of Reference of the Committee and its role as a Committee established by Council.

7. MEETINGS

- 7.1. A Committee shall establish the dates and times for the Committee meetings at the first meeting following the Organization Meeting each year;
- 7.2. A Committee shall give at least 24 hours notice of a change in the location or time of a Committee meeting:
 - 7.2.1. To the CAO or Administrative Representative;
 - 7.2.2. To the members of the Committee, and
 - 7.2.3. To the public.
- 7.3. Notice to the public shall be deemed to have been properly given if posted for public viewing on the Village of Big Valley Facebook page or website and posted at the Canada Post Office and the Village of Big Valley Administration Office door, and in compliance with the M.G.A.
- 7.4. The proceedings and deliberations of a Committee must be conducted in public except where the Committee deals with information protected from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act.
- 7.5. The proceeding and deliberations of a Committee can be conducted via Zoom or any other means of a online meeting forum, as long as the public can hear and see the members electronically.

8. GENERAL

- 8.1. The Procedures Bylaw shall govern Committees and shall be binding upon all Committee members, whether Councillors or Members-at-large, except where otherwise provided by this bylaw.
- 8.2. All Committees are accountable to Council.
- 8.3. Subcommittees are accountable to the Committee that they were established to assist.
- 8.4. Councillors are responsible for keeping Council as a whole informed of the various Committees' activities to which they are appointed.

9. EFFECTIVE DATE

This bylaw shall come into force and have effect from and after the date of third and final reading thereof.

10. SEVERABILITY

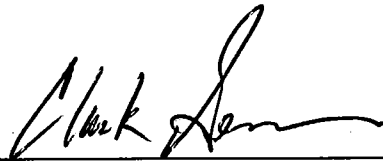
Should any provisions of this bylaw become invalid, void, illegal, or otherwise not enforceable, it shall be considered separate and severable from the bylaw, and

the remainder shall remain in force and be binding as though such provision had not been included.

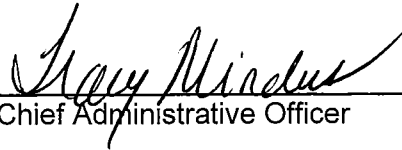
Read a First time this 26th day of August, 2021 A.D.

Read a Second time this 23rd day of September, 2021 A.D.

Read a Third time this 23rd day of September, 2021 A.D.



Mayor



Chief Administrative Officer

Terms of Reference

Committee: Recreation, Participation, and Inclusivity



Purpose:

The Recreation, Participation and Accessibility Committee represents the Village of Big Valley in:

- promoting recreation opportunities, for all ages, in the Village of Big Valley.
- encouraging recreation participation in the Village of Big Valley.
- improving equitable access recreation activities in the Village of Big Valley.

Definitions:

Community – citizens and businesses within the Village of Big Valley (include catchment communities?)

Inclusivity – equal access to opportunities and resources for all citizens.

Member at Large – adult member appointed to the committee over the page of 18

Participation - the action of taking part in something.

Recreation – an activity of leisure: physical activities & social activities.

Youth Member – member appointed to the committee between the ages of 10 and 17 years old.

MEMBERSHIP and TERM:

Membership on the Recreation, Participation and Accessibility Committee shall consist of Adult Members at Large, Youth Members at Large and one (1) Village Elected Official (appointed once a year in October by Council).

Voting Members: The Recreation, Participation and Accessibility Committee shall consist of four (4) voting members (chair, vice-chair, two (2) members at large), one Village appointed Council member.

Administrative Support: Administrative support will be the Chief Administrative Officer for the Village of Big Valley, or their designate. This is a non-voting position.

MEETINGS

Meetings shall be held at the date, time and location decided upon at the previous meeting unless called by the Chair. Meetings can be held Via Zoom.

SCOPE OF RESPONSIBILITIES

Promoting opportunities for recreation, participation and accessibility activities in the Village of Big Valley:

- Keep current calendar of existing physical and social activities;
- Support existing community led initiatives for physical and social activities;
- Encourage new community led recreation initiatives;
- Create new Village led recreation initiatives, as needed;
- Record of Inventory of recreation opportunities within the Village.

Encouraging participation in recreation activities in the Village of Big Valley:

- Communicate recreation activities available in print and online;
- Promote recreation activities that reflect citizen needs and wishes;
- Develop/adapt recreation activities that increase participation.

Improving equitable access to recreation activities in the Village of Big Valley

- Identify barriers to equitable access to recreation and social activities;
- Ensure new initiatives are accessible and inclusive;
- Improve access to existing physical and social activities.

Administrative Responsibilities

- Maintaining Transparency;
- Creating and maintaining annual budget;
- Maintaining records of meetings and minutes.

SCOPE OF WORK

Represent the Village of Big Valley Recreation incentives/opportunities, including Physical and Social Activities by:

- Receiving and responding to community inquiries, concerns, and ideas through the Village office; the Village office will remain the first point of contact;
- Supporting the Village in the identification and application for funding opportunities;
- Understanding, investigating, and proposing solutions to barriers in participation;
- Reviewing compliance with the Alberta Human Rights Act.

- Supporting existing recreation events and programming and creating new events and programming.

Review and make recommendations to Council for:

- Recreation Policies;
- Recreation Capital Grants;
- Recreation Budget.

**BYLAW 828
OF THE VILLAGE OF BIG VALLEY
IN THE PROVINCE OF ALBERTA**

Being a Bylaw respecting the proceedings of Council and its Committees;

WHEREAS, the citizens of the Village of Big Valley expect high standards of conduct from their municipal government officials. The quality of the Village of Big Valley's public administration and governance, as well as its reputation and integrity, depend on the highest standards of conduct from its elected representatives.

WHEREAS, the Municipal Government Act, R.S.A. 2000, C.M-26, provides that a Council may adopt a Code of Conduct Bylaw for governing the conduct of councillors.

NOW THEREFORE, the Municipal Council of the Village of Big Valley, in the Province of Alberta enacts a Bylaw referred to as the **"Council Code of Conduct Bylaw"**.

PART 1: Definitions

In this Policy, unless the context otherwise requires:

- a) "ADMINISTRATION" means the employees of the Village of Big Valley;
- b) "CAO" means Chief Administrative Officer;
- c) "CHIEF ELECTED OFFICIAL" means the person appointed as Mayor under the *Municipal Government Act*;
- d) "COMMITTEE" means a Council Committee, board, commission or other body established by Council under the *Municipal Government Act*;
- e) "CONFIDENTIAL INFORMATION" includes but is not limited to information:
 - i) In the possession of the Village that the Village is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the FOIP Act or other legislation;
 - ii) Concerning matters that have been discussed in an "in-camera" meeting pursuant to the MGA, but not yet made public.
- f) "COUNCIL" means the Mayor and Council Members duly elected in the Village of Big Valley and who continue to hold office;
- g) "COUNCIL MEMBER" means a Member duly elected as a Council Member under the *Local Authorities Election Act* to represent a ward of the Village of Big Valley who continues to hold office;
- h) "FOIP" means *Freedom of Information and Protection of Privacy Act*;
- i) "HARASSMENT" means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

- j) “IN CAMERA” means a portion of the Meeting which is closed to the public in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*;
- k) “MAYOR” is the Council Member appointed by Council, pursuant to the *Municipal Government Act* to act as the Chief Elected Official;
- l) “MEMBER” means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;
- m) “MUNICIPAL GOVERNMENT ACT” means *Municipal Government Act*, R.S.A. 2000, M-26 and amendments thereto also known as MGA;
- n) “RELATIVE” means spouse or adult interdependent partner, children, parents and the parents of the spouse or adult interdependent partner and shall include any others who are reasonably perceived by Council, staff or the rate payer to be family and includes cousins, uncles, aunts, brothers, sisters, sons- or daughters-in-law;
- o) “SPOUSE” means the husband or wife of a married person or interdependent partner but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order;
- p) “THE VILLAGE” means the municipal corporation of the Village of Big Valley having jurisdiction under the *Municipal Government Act* and other applicable legislation.

PART 2: Policy Statement

1. Council Members shall at all times conduct themselves and commit to ethical, businesslike, and lawful conduct, including the appropriate use of authority vested in them and appropriate decorum when acting as a Council Member.
2. Council Members recognize that their allegiance and loyalties are to the community as a whole and not to any individual(s) or group(s).
3. The Code of Conduct is to:
 - a) Set out clear expectations on the behavior of Council Members;
 - b) To provide information to the public as to the behavior they can expect from their Council;
 - c) To provide guidance to Members of Council in the conduct of their duties as elected officials; and
 - d) To provide a mechanism for responding to alleged breaches of this Code of Conduct.
4. The key statements of principle that underline the Code of Conduct are as follows;
 - a) Members of Council shall serve and be seen to serve their rate payers in a conscientious and diligent manner;
 - b) Members of Council shall be committed to performing their functions with integrity and recognizing the influence they wield as a Council Member and avoiding the abuse of that influence;
 - c) Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and

- d) Members of Council shall seek to be stewards of public interest by upholding both the letter and the spirit of the laws of the Federal Parliament and Alberta Legislature, and the laws and policies adopted by Village Council.
 - e) Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
 - f) Members of Council shall not harass any person.
5. Council Members will treat fellow Council Members, staff, residents, visitors and all other parties which they interact with in the process of carrying out their duties with respect, professionalism and dignity.
 6. Council Members who breach this policy shall be subject to sanctions as specified herein.

PART 3: Accountability and Principles

Council Members shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the MGA;
2. Commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council Members;
3. Council Members shall not take action beyond the powers granted by the MGA without having the necessary authority from Council to do so;
4. Represent the best interests of the Village;
5. Participate when appointed as a member of committees or boards and to inform Council as a whole of the activities of that committee or board;
6. Within 90 days of being elected, take orientation training specific to the role of Councillor as outlined in the *Municipal Government Act*;
7. Avoid conflict of interest by refraining from self-dealing or any conduct of private business or personal services between any Council Members and the Village; except as provided by the *Municipal Government Act*;
8. Disclose pecuniary interests as outlined in the *Municipal Government Act*;
9. Disclose their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
10. Debate in a manner that is respectful, considerate and healthy and will be limited to the topic that is directly related to the motion on the table;
11. Shall take all points of view into account when making decisions;
12. Will, when interacting with the public and the media, support decisions of Council by way of motions in a positive holistic manner;
13. Acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the public and the media by the Mayor as the Chief Elected Officer or the CAO;
14. Have the option to respectfully disagree with other Members of Council;
15. When expressing their personal opinion or position shall explicitly state that those opinions do not represent the Council or the Village;
16. Preserve the integrity and impartiality of Council;
17. Direct comments or opinions regarding staff to CAO;
18. Avoid public comments regarding staff/CAO and their performance;
19. Think independently and refrain from forming allegiances or factions within Council.

PART 4: Relationships to Council Members and/or Administration.

Each member shall ensure that their behavior prior to, during, or following a meeting or hearing, towards other Council members, members of the administration, and representatives of the public is at all times:

- a) courteous, professional, fair and unbiased
- b) contributes to the preservation of orderly decorum in a hearing
- c) avoids sarcasm, derogatory comments, or questions or comments designed to embarrass
- d) is respectful of the rulings of the Council as a whole.

PART 5: Fair Treatment

Each member has a responsibility to ensure that all persons are:

- a) treated fairly regardless of race, gender, religion, age, disability or occupation,
- b) dealt with in good faith,
- c) dealt with without bias and in an even-handed temper, and
- d) given an adequate opportunity to state their case.

As chairman of Council meetings, the Chief Elected Official should not tolerate:

- a) discourtesy by one party to another
- b) rudeness to members of staff or the public
- c) disruptive behavior

and should personally speak to any member guilty of such behavior.

PART 6: Statutory Provisions Regulating the Code of Conduct

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of Council Members. The following Provincial legislation governs the conduct of Members of Council:

- a) The *Municipal Government Act* and amendments thereto;
- b) The Alberta Freedom of Information and Protection of Privacy Act and amendments thereto;
- c) The Local Authorities Election Act and amendments thereto; and
- d) Other Provincial or Federal Legislation as it applies.

PART 7: Statutory Offences with Penalties

Part 5 Division 6 of the *Municipal Government Act* governs the disqualifications of Council Members of a municipality.

Sections 22-23 of the *Local Authorities Election Act* governs the ineligibility to be nominated.

PART 8: Statutory Duties of Council Members and the Mayor

Part 5 Division 3 of the *Municipal Government Act* governs the duties of Council Members and the Chief Elected Official of a municipality.

PART 9: Confidential Information

1. In addition to the statutory duties set out in the MGA and FOIP Act, Council Members shall:

- a) refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral, written or electronic form, except when required bylaw or authorized by Council to do so;
- b) refrain from use of confidential information for personal or private gain, or for the gain of relatives or any person or corporation; and
- c) refrain from accessing or attempting to gain access to confidential information in the custody of the Village unless it is necessary for the performance of their duties and not prohibited by Council policy, bylaw or prevailing legislation.

2. Particular care should be exercised in ensuring confidentiality of the following:

- a) Information relating to the security of the property of the organization;
- b) Personal matters about an identifiable individual, including municipal employees;
- c) A proposed or pending acquisition or disposition of land by the municipality;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality;
- f) Advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
- g) Sources of complaints where the identity of the complainant is given in confidence;
- h) Information about suppliers provided for evaluation which is of a proprietary nature or might be useful to other suppliers;
- i) Any information in relation to a tender that has or will be issued but that has not been awarded; and
- j) Schedules of prices in contract tenders.

PART 10: Gifts and Benefits

No Member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the Council Member's knowledge to the Council Member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the Council Member's duties is deemed to be a gift to that Council Member.

The following are recognized as exceptions:

- a) Such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$50.00
- b) A suitable memento from a function honouring a Council Member;
- c) Food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments, by the Federal government, foreign government or by the conference, seminar or event organizer where the member is either speaking or attending in an official capacity; and
- d) Food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative of the organization is in attendance, and the value is reasonable and the invitations infrequent.

PART 11: Actions During Municipal Election Periods

1. No member of Council shall use the facilities, equipment, supplies, services or other resources of the Village (including Village newsletters, the Village website and websites linked through the Village website) for any election campaign-related activities, except where these stated items are equally available for use by all nominees for municipal office.
2. Any campaign-related activities that occur in Village buildings or any municipal facility must take place in a location that is normally available for rental to the public and which has been arranged through the normal rental process.
3. No Council Member shall use the services of municipal staff for election-related purposes during hours in which those municipal staff members receive any compensation from the Village.
4. For greater clarity and to ensure that Members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day and the date of the election, Council Members shall:
 - a) Refrain from using Village postage or other resources for mass mailings of any kind,
 - b) Refrain from referring to themselves in campaign advertisements as “Councillor X”;
 - c) Refrain from organizing activities such as formal openings of facilities or public spaces or similar events; and
 - d) Strictly adhere to all of the rules that govern candidates in local elections as defined in the Local Authorities Election Act or any other legislation as it relates.

PART 12: Leave of Absence

Occasionally a Council Member will take a leave of absence in order to run for elected office of another level of government. During the period of the leave the Council Member:

- a) Will not receive any confidential agendas, communications or documents from the Village;
- b) Will receive copies of all public information;
- c) Will not be required to return their Village issued material or electronic devices during the period of the unpaid leave, but will not use it for any non-municipal purpose; and
- d) Will not be reimbursed for any mileage or telephone or similar expenses.

PART 13: Statutory Offences With Penalties

1. A complaint under this Section of the Code of Conduct must be in writing and must be made either:
 - a) By a Member of Council; or
 - b) By the CAO except where the matter relates to Part 5, Division 6 of the *Municipal Government Act* (Pecuniary Interest of Councillors);
2. Such complaints will relate to alleged breaches of statutory provisions.
3. The CAO shall forward all complaints, including the name of the complainant, to all Council Members (“in confidence”), including the Council Member(s) about whom the complaint is made.
4. The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.

5. Upon receipt of a complaint under this Section of the Code of Conduct, Council shall meet, “in camera”, excluding the member of Council concerned, review the Complaint and written response of the Council Member, and decide whether to proceed to investigate the complaint or not. Council, in its sole discretion, may decide to take no action on the complaint. The Council Member(s) concerned shall be notified of the Council decision.
6. If Council decides to investigate the complaint, it shall take such steps as it may consider appropriate, which shall include hiring an independent investigator, seeking legal advice, etc. All proceedings of Council regarding the investigation shall be “in camera”.
7. If Council believes, following the investigation, that the Council Member(s) concerned may have breached the statutory regulations, it shall advise the Council Member(s) of this, and give them an opportunity to make oral or written submissions to Council.
8. If Council concludes that the Council Member(s) concerned has breached the statutory regulations, it may, in its sole discretion, decide to advise the Council Member(s) concerned of its conclusion and approve moving forward with the appropriate proceedings pursuant to the *Municipal Government Act*.
9. The *Municipal Government Act* provides that a member who is disqualified must resign immediately. If the Council Member(s) does not resign as required, the Council or an elector may apply to a judge of the court for:
 - a) An order determining whether the person was never qualified to be or has ceased to be qualified to remain a Member of Council; or
 - b) An order declaring the person to be disqualified from Council.
10. Should the Council Member(s) concerned not resign immediately, Council may, in its sole discretion, take the appropriate proceedings pursuant to the *Municipal Government Act* be commenced against the Council Member(s) who is subject of complaint.

PART 14: Breach of Confidentiality Regarding the Confidential Information Section of this Policy

1. Where a Council Member(s) or member(s) of the Village’s Administration has a reason to believe that a breach of confidentiality has occurred, the facts, as they are known, shall be reported in writing to the CAO (“in confidence”) including the name of the complainant. The CAO shall forward all complaint reports including the name of the complainant, to all Council Members including the Council Member(s) about whom the complaint is made.
2. The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.
3. If Council decides to investigate the complaint, it shall appoint an independent investigator to conduct the investigation. All proceedings of Council regarding the investigation shall be “in camera”.
4. Upon receipt of the report of the independent investigator, Council shall meet to consider the matter “in camera”. If one or more Council Member(s) are named in the investigative report as being potentially responsible for the breach of confidentiality, that Council Member(s) shall be excluded from the meeting.

5. If Council concludes that the Council Member(s) named are responsible for a breach of confidentiality, it may, in its sole discretion, decide that sanctions be imposed. The Council Member(s) concerned shall be advised of Council's conclusion and decisions.

PART 15: All Other Breaches of this Policy

1. A complaint under this Section must be in writing and must be made either:
 - a) By Council Members; or
 - b) By the CAO; or
 - c) By municipal employees; or
 - d) By the public.
2. The CAO shall forward all complaints to Council "in confidence" including the Council Member(s) about whom the complaint is made.
3. The Council Member who is subject of complaint is to provide a written response to complaint, to be provided to Council.
4. Upon receipt of a complaint under this Section, Council shall meet "in camera" excluding the Council Member(s) concerned, and decide whether to proceed to investigate the complaint or not. Council, in its sole discretion, may decide to take no action on the complaint. The Council Member(s) concerned shall be notified of Council's decision.
5. If Council decides to investigate the complaint, it may appoint an independent investigator to conduct the investigation. All proceedings of Council regarding the investigation shall be "in camera".
6. If, after an investigation, Council believes that the Council Member(s) concerned may have breached a provision of this Policy, it shall advise the Member(s) of this, and give them an opportunity to make oral or written submission to Council.
7. If Council concludes that the Council Member(s) concerned has breached a provision of this Policy, it may, in its sole discretion, decide the sanctions to be imposed. The Council Member(s) concerned shall be advised by Council of their conclusion and decision.

PART 16: Sanctions

1. If Council determines that a complaint reviewed under this policy is valid then Council, by resolution, may impose one or more of the following sanctions against the offending Councillor:
 - a) Written apology from the offender;
 - b) Verbal reprimand to be provided by the Mayor or Deputy Mayor if the Mayor is the offender;
 - c) Written censure to be provided by the Mayor or Deputy Mayor if the Mayor is the offender;
 - d) Termination or suspension to a defined date of the Council Member's appointment to one or more committees or boards;
 - e) Restriction from officially representing the municipality at any or all functions. (e.g. parades, dinners, grand openings etc.);

- f) Suspension of annual stipend pro-rated to the date of the offence;
 - g) Restriction of access to municipal owned buildings except for Council or committee meetings;
 - h) Restriction of access to electronic devices provided by the Village;
 - i) Request for an inquiry under Part 14 of the *Municipal Government Act*;
 - j) Initiation of legal action under Part 5 Division 8 of the *Municipal Government Act*;
 - k) Other measures as determined by Council in order to restore the accountability of Council.
2. Any costs or inconveniences, legal or otherwise, arising from a breach or sanction imposed are solely at the cost of the offending Council Member.

PART 17: Complaint Process

1. Council Members, CAO, municipal employees or the public that have:
- a) Identified or witnessed any prohibited activity by a Council Member which is prohibited under this Code of Conduct or is a contravention of Legislation or Procedure Bylaw; or
 - b) Witnessed or been subject to discriminatory treatment by a Council Member contrary to this Code of Conduct or prevailing legislation; or
 - c) Witnessed or been subject to harassment by a Council Member contrary to this Code of Conduct or prevailing legislation;
- May address the prohibited conduct or activity as set out in Appendix “A” and “B” of this policy.
2. Any complaint or disclosure of alleged prohibited conduct or activity that is reported by a Village employee and is identified by the CAO to be knowingly false or vexatious will be reprimanded through policies and procedures and can be up to and including termination of employment. A formal apology from the complainant to the alleged offending Council Member may be required as the CAO deems appropriate.
3. Any complaint or disclosure of alleged prohibited conduct or activity that is reported by a Council Member and is identified by the Mayor or the CAO to be knowingly false or vexatious will be reprimanded by Council by means of sanctions listed in the Code of Conduct as Council deems appropriate and a formal apology from the complainant to the alleged offending Council Members as Council deems appropriate.

PART 18: Responsibilities of Council

1. If any Council Member becomes aware of breach of this Code of Conduct by, or an allegation of breach of this Code of Conduct against, any other Council Member, it is the Council Member’s responsibility to report the breach of this Code of Conduct or the allegation to the Mayor or CAO.
2. It is the responsibility of the Mayor and CAO to ensure implementation of this Policy with all Members of Council and Council Committees.

3. Members of Council shall not assume that any unethical activity or activity that is not in the best interest of the Village, not covered by or specifically prohibited by this Code of Conduct, or any legislation, are therefore condoned.

PART 19: Dispute Resolution

Council Members will work to resolve conflict between one another, using one or more of the options as outlined in Appendix “C”.

PART 20: Procedure Bylaw

Council Members shall adhere to the Procedure Bylaw and failure to do so may be addressed under this Code of Conduct as Council deems necessary.

Appendices:

- A. Complaint Process for Municipal Employees and Public
- B. Complaint Process for Council Members and Chief Administrative Officer
- C. Dispute Resolution Process

Read a first time this 26th day of January, 2017

Read a second time this ___ day of _____, 2017

Read a third time and finally passed this ___ day of _____, 2017

Mayor

CAO

APPENDIX “A”
COMPLAINT PROCESS FOR MUNICIPAL EMPLOYEES AND PUBLIC

Municipal staff and the public are encouraged to utilize the Village’s internal procedures to resolve complaints but may at any time contact the Human Rights Commission or the RCMP depending on the nature of the complaint.

Complaints made by municipal employees of discrimination or harassment by a Council Member;

- a) Shall be made in writing, dated and signed by the person making it; and
- b) Shall contain all of the facts available at the time it is made, including how the complainant became aware of the alleged discrimination or harassment, the nature of the alleged discrimination or harassment, names of witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c) The written allegation of breach of this Code of Conduct must be delivered, or directed to the CAO in a confidential manner; and
- d) Where a municipal employee makes a complaint of harassment or discriminatory treatment by a Council Member, the Council Member may participate in the resolution and or mediation processes under the Protection of Workers from Workplace Violence Policy – L – 11, and the Occupational Health and Safety Act and Code and Alberta Human Rights Act; or
- e) If the Council Member does not participate in these processes or if the complaint is not resolved through these processes, the complainant may lodge a complaint to the Alberta Human Rights Commission.

Other allegations of breach of this Code of Conduct may follow these subsequent steps;

- a) Shall be made in writing, dated and signed by the person making it; and
- b) Shall contain all of the facts available at the time it is made, including how the complainant became aware of the alleged breach of this Code of Conduct, the nature of the alleged breach of this Code of Conduct, names of witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c) The written allegation of breach of this Code of Conduct must be delivered, or directed to the CAO in a confidential manner.

A complainant may contact RCMP with respect to an investigation under s. 122 of the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office allegedly commits fraud or a breach of trust; or

A complainant may contact RCMP with respect to an investigation under s. 123 if the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office, demands, accepts, offers or agrees to accept from any person, a loan, reward, advantage or benefit of any kind; or

A complainant may advise the Council Member verbally or in writing that the alleged activity contravenes this Policy and encourage the Council Member to stop the alleged prohibited activity. A complainant should keep written record of the incidents including dates, times, locations, other persons present, and any other relevant information.

Notwithstanding these procedures, any municipal employee or member of the public may make an allegation of breach of this Code of Conduct against a Council Member(s) directly to the Human Rights Commission, the RCMP, Municipal Affairs or the Court of Queen’s Bench.

APPENDIX “B”
COMPLAINT PROCESS FOR COUNCIL MEMBERS AND THE
CHIEF ADMINISTRATIVE OFFICER

Municipal Council or the CAO are encouraged to utilize the Village’s internal procedures to resolve complaints but may at any time contact the Human Rights Commission, RCMP or Municipal Affairs depending on the nature of the complaint or allegation.

In the interest of fairness to all concerned parties, the following procedures are to be followed in reporting of allegations of breach of this Code of Conduct.

- a) An allegation must be made in writing, dated and signed by the person making it; and
- b) An allegation must contain all of the facts available at the time it is made, including how the Council Member or CAO became aware of the alleged breach of this Code of Conduct, the nature of the alleged breach of this Code of Conduct, names of witnesses, and the date, time and location of the alleged breach of this Code of Conduct; and
- c) The written allegation of breach of this Code of Conduct must be delivered, or directed to the Mayor or the CAO of the Village in a confidential manner; and
- d) If the allegation of breach of this Code of Conduct is against the Mayor of the Village, it is to be delivered or directed to the Deputy Mayor or CAO of the Village.

Within thirty (30) days, the Mayor, or Deputy Mayor as the case may be, shall deal with the allegation at a Council meeting as an “in camera” item.

A complainant may contact RCMP with respect to an investigation under s. 122 if the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office, allegedly commits fraud or a breach of trust.

A complainant may contact RCMP with respect to an investigation under s. 123 if the *Criminal Code of Canada*, where the allegation is that a Council Member, in a matter connected to the duties of office, demands, accepts, offers or agrees to accept from any person, a loan, reward, advantage or benefit of any kind.

APPENDIX “C”
DISPUTE RESOLUTION PROCESS

Council Members will establish and model a respectful workplace where they will not speak disrespectfully about the organization, staff or other Members of Council.

Council Members will work to resolve conflict between one another using one or more of the following options;

- a) Council Members may first attempt to speak directly with the Council Member with whom they perceive to have a conflict/issue;
- b) Council Members may seek assistance from the Mayor or Deputy Mayor or CAO as appropriate. The Mayor or Deputy Mayor or CAO may hold a meeting with those parties directly involved in the conflict/issue to seek resolution;
- c) As a last option, Council Members may document and submit the issue for discussion with the whole of Council. Council shall consider the facts surrounding the conflict/issue, discuss the findings and make recommendations in an “in camera” meeting of Council. If required, a formal motion on the recommendation/decision can be made on the conflict/issue after coming “out of camera”.

Note: The CAO is not encouraged to be a part of A) B) or C) except as a mediator between members of Council.

BYLAW 877

A BYLAW OF THE VILLAGE OF BIG VALLEY IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF THE PROCEDURE AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL.

WHEREAS; Section 145(b) of the *Municipal Government Act* allows a council to pass a bylaw in relation to the procedure and conduct of Council and other bodies established by Council

NOW THEREFORE, the Council of the Village of Big Valley, in the Province of Alberta, duly assembled, wishes to enact the following:

The appropriate sections of the *Municipal Government Act* and Robert's Rules of Order also apply to the procedure and conduct of all meetings.

1. TITLE

- 1.1. This Bylaw may be cited as the "Procedural Bylaw".

2. DEFINITIONS

- 2.1. "Agenda" means the items of business of a meeting and the associated reports, bylaws or other documents and includes the order of business and time for said meeting;
- 2.2. "Chief Administrative Officer" is the person appointed by Council as the administrative head of the municipality, to carry out the responsibilities outlined in Section 207 of the *Municipal Government Act*; may also be referred to as the "CAO";
- 2.3. "Chair" means the Mayor, Deputy Mayor or other person who has the authority to preside over a meeting;
- 2.4. "Closed Session" means a meeting or portion of a meeting of Council without the presence of the public where matters to be discussed are within one of the exceptions to disclosure in Division 2, of Part 1 of the *Freedom of Information and Protection of Privacy Act*;
- 2.5. "Committees/Boards" means committees, boards, commissions or authorities duly appointed by Council;
- 2.6. "Council" means the municipal Council of the Village of Big Valley;
- 2.7. "Councillor" means the member of Council and includes the chief elected official;
- 2.8. "Delegation" means a person or group of persons wishing to appear before the Council to address a specific matter;
- 2.9. "Deputy Mayor" means the person appointed to act as Mayor in the absence or incapacity of the Mayor;

- 2.10. "Election" means an election held in the Village of Big Valley for the purpose of electing the members of Council as described in the *Local Authorities Election Act*;
- 2.11. "Electronic Transmission" means the transfer of data or information electronically including but not limited to email, automated file transfer, Instant Messaging and SMS;
- 2.12. "Mayor" means the head of Village Council appointed in accordance with the Municipal Government Act;
- 2.13. "Member" means a member of Council;
- 2.14. "Minutes" means the record of decisions of any meeting recorded in the English language without note or comment;
- 2.15. "Organizational Meeting" means the meeting held as described in Section 5.1 to 5.3;
- 2.16. "Pecuniary Interest" means something of which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or parents of your spouse, or a business in which employs you or in which you have an interest;
- 2.17. "Point of Order" means the raising of a question by a member to call attention to any departure from procedure and to enforce the rules;
- 2.18. "Postpone" means the motion by which action on appending question can be put off, within limits, to a definite day, meeting, hour, or until after a certain event;
- 2.19. "Public Hearing" means a public meeting of a Council convened to hear matters on a proposed bylaw or resolution; matters pursuant to the *Municipal Government Act*, or any other Act, or any other matter at the direction of Council;
- 2.20. "Question of Privilege" is a term of parliamentary law and procedure which refers to an urgent motion made at a meeting which seeks an immediate ruling on an alleged violation of the rights or privileges of members as a whole, or in regards to a negative personal remark.
- 2.21. "Quorum" means the minimum number of members that must be present at a meeting for business to be legally transacted as set out in the Municipal Government Act. If there is a vacancy on Council and the Council is not required to hold a by-election under the MGA, a quorum shall consist of the majority of the remaining Councillors that comprise Council;
- 2.22. "Recorded Vote" means that before a vote is taken by Council, a Councillor may request that the vote be recorded pursuant to the *Municipal Government Act*.
- 2.23. "Regular Meeting" is a meeting of Council held in accordance with Section 193 of the *Municipal Government Act*;
- 2.24. "Resolution" can also be referred to as a motion, and, along with passing bylaws, is the only way Council can act;
- 2.25. "Special Meeting" is a meeting of Council held in accordance with Section 194 of the *Municipal Government Act*;

- 2.26. "Table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;

3. APPLICATION AND INTERPRETATION

- 3.1. This Bylaw shall govern Organizational Meetings, Regular Meetings, Special Meetings and Committees established by Council and shall be binding upon all Committee members whether Members of Council or Members at Large.
- 3.2. To the extent that procedural matter is not dealt with in the *Municipal Government Act* or this Bylaw, the matter will be determined by referring to the most recent version of *Robert's Rules of Order*.
- 3.3. In the event of conflict between provisions of this Bylaw and *Robert's Rules of Order*, the provisions of this Bylaw shall apply.
- 3.4. The Mayor, when present, shall preside as Chair over all meetings of Council, unless otherwise provided for in this Bylaw or delegated to another member by the Chair.
- 3.5. The Deputy Mayor shall Chair council meetings when the Mayor is absent or unable to act as Mayor and shall have the powers and responsibilities of the Mayor under this Bylaw.
- 3.6. Direction to Administration by Council shall be limited to Council as a whole directing the CAO only.

4. MAYOR AND DEPUTY MAYOR

- 4.1. Council shall, at its Organizational Meeting, immediately after a civic election and every year thereafter, appoint by motion one member from the Councillors as Mayor and one member from the Councillors as Deputy Mayor.
- 4.2. In the absence or inability of the Mayor or Deputy Mayor to act, Council may appoint by resolution any other member as Acting Mayor for a defined period of time.
- 4.3. The duties of the Mayor are as follows:
- 4.3.1. Opens Council meetings;
 - 4.3.2. Chairs Council meetings;
 - 4.3.3. Preserves order in Council meetings;
 - 4.3.4. Decides all questions of procedure;
 - 4.3.5. Ensures that each Councillor who wishes to speak on a debatable motion is granted the opportunity to do so;
 - 4.3.6. Decides who, aside from Councillors, may address Council.

5. MEETINGS

Organizational Meetings

- 5.1. An Organizational Meeting must be held not later than two (2) weeks after the third Monday in October each year.
- 5.2. At the Organizational Meeting, Council must:
 - 5.2.1. Appointment of Mayor for a one (1) year term;
 - 5.2.2. Appointment of Deputy Mayor for a one (1) year term;
 - 5.2.3. Appointment of Members to Council Committee/Boards/Commissions;
- 5.3. At the Organizational Meeting the Chief Administrative Officer shall:
 - 5.3.1. Take the Chair;
 - 5.3.2. Call the meeting to order; and
 - 5.3.3. Preside over the meeting until the oath as prescribed by the Oaths of Office Act has been administered by the Chief Administrative Officer or Commissioner for Oaths or Lawyer.

Regular Meetings

- 5.4. The days and times of Regular Council Meetings shall be established by resolution at the annual Organizational Meeting;
- 5.5. Notice of regularly scheduled meetings need not be given;
- 5.6. Notice of a change in date, time or place of a regularly scheduled meeting must be provided at least 24 hours prior to the meeting to Councillors and to the public in accordance with Sections 5.13. and 5.14. of this Bylaw.
- 5.7. Council may cancel any meeting if notice is given in accordance with Sections 5.13 and 5.14.

Special Meetings

- 5.8. The Mayor may call a Special Meeting whenever the official considers it appropriate to do so in accordance with Section 194 of the Municipal Government Act.
- 5.9. Where a Special Council Meeting is required by a majority of Council, the Mayor shall call such a meeting within 14 days of the date on which the request was made;
- 5.10. Notice of the Special Council Meeting must be given at least 24 hours in advance and in accordance with Sections 5.13. and 5.14. of this Bylaw;
- 5.11. In an emergent situation, a Special Council Meeting may be held without 24 hours notice to all Members of Council and without the presence of the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the meeting;

- 5.12. No business other than that stated in the notice shall be transacted at any Special Meeting of Council unless all members of Council are present, in which case, by unanimous consent, any other business may be transacted.

Method of Giving Notice

- 5.13. Notice of any Council or Council Committee Meeting is deemed to have been given to a Councillor or a Member of a Council Committee if the notice is delivered by:
- 5.13.1. Electronic Transmittal including but not limited to email, instant message or SMS; or
 - 5.13.2. In person to an adult person at the Councillor's or Member's home or place of business.
- 5.14. Notice of a Council or Council Committee Meeting to the public is sufficient if the notice is delivered by all of the following:
- 5.14.1. Posting a notice in the Village of Big Valley Office; and
 - 5.14.2. Posting a notice in the Village of Big Valley's Canada Post Office; and
 - 5.14.3. Posting on the Village of Big Valley website; and
 - 5.14.4. Posting on the Village of Big Valley Facebook page.

Electronic Means For Meetings

- 5.15. When holding a meeting of Council the requirement is deemed to have been complied with by holding the meeting by electronic means, including, without limitation, a teleconference or a live, publicly streamed broadcast:
- 5.15.1. Members of the public are able to hear the meeting as it occurs,
 - 5.15.2. Any members of the public who would be entitled to make submissions at the meeting if the meeting were being held in person are able, before and during the meeting, to make submissions by email or any other method that the Council considers appropriate.

6. PUBLIC HEARINGS

- 6.1. Public Hearings will be held in conjunction with a regular Council Meeting. However, a Special Meeting for the purpose of holding Public Hearings may be called.
- 6.2. The procedure for a Public Hearing is as follows:
- 6.2.1. The Chair declares the meeting open, noting the time;
 - 6.2.2. The Chair welcomes all participants and introduces the Councillors and officials in attendance;
 - 6.2.3. The Chair asks that the nature of the proposed amendment be read into the record (as it was advertised in the newspaper, not the bylaw if it is a Land Use Bylaw amendment);
 - 6.2.4. The Chair states the Rules of Conduct that will be followed during the Public Hearing (optional if everyone present is familiar with the procedure);

- Written submission shall be tabled first and read into the record.
- Anyone wishing to support or oppose the amendment will be given the opportunity to speak up to 5 minutes.
- Councillors may ask questions of the speakers after each presentation for clarification purposes, or direct questions to other presenters.
- There will be no debating between participants/presenters allowed.
- Any questions from the floor shall be addressed through the Chair.

6.2.5. The Chair calls for Written Submissions:

- In support of the proposed bylaw.
- In opposition to the proposed bylaw.

6.2.6 The Chair calls for any Verbal Presentations (up to 5 minutes per speaker):

- In support of the proposed bylaw.
- In opposition to the proposed bylaw.

6.2.7. The Chair calls for presentation from the Resource Person(s) (Development Officer, etc.). Time limit to be a maximum of 5 minutes.

6.2.8. The Chair asks if there are any questions from Council.

6.2.9. The Chair declares the public portion of the Public Hearing closed, noting the time.

6.3. The use of slides, maps, videos and other similar materials is permitted and these, along with written submissions, become the property of the Village of Big Valley as exhibits to the hearing.

6.4. Persons addressing the Hearing shall give their name, location of residence, an indication as to whether they are speaking on their own behalf or for another person or a group, and address the Chair when responding to questions or providing information. Individuals can speak for up to a maximum of 5 minutes.

6.5. At the discretion of the Chair, the time limits for speaking and presentation may be extended to ensure that all interested parties have had fair and equitable opportunity to express their views.

6.6. At the discretion of the Chair, after everyone has had an opportunity to speak once, those interested in speaking a further time and providing new information, may be granted further opportunity to speak.

6.7. The Chair is hereby authorized to make any other decisions or determinations with respect to the process or rules of order for the Public Hearing.

6.8. The minutes of a Council meeting during which a Public Hearing is held must contain the names of speakers and a summary of the nature of representations made at the Public Hearing.

7. COMMENCEMENT OF MEETINGS AND HEARINGS

- 7.1. As soon after the hour of the meeting as there shall be a quorum present, the Mayor, or other Presiding Officer, shall take the Chair and call the meeting to order.

8. QUORUM

- 8.1 A quorum of Council shall be a majority of those members elected and serving on Council, including the Mayor, unless specified otherwise by this or any other bylaw, or the *Municipal Government Act*.

No Quorum

- 8.2. If there is no quorum present within thirty (30) minutes after the time appointed for a Regular Meeting of Council, the Chief Administrative Officer shall record the names of the members of Council who are present and the meeting shall be absolutely adjourned until the next Regular Meeting or until a Special Meeting has been duly called to deal with the matters intended to be dealt with at the adjourned meeting. Notice of adjournment should be posted on the outside door of access to the Council chambers.

9. AGENDA FOR COUNCIL MEETINGS

Preparation of Agenda

- 9.1. The Agenda for each Regular and Special Meeting shall be prepared by the Chief Administrative Officer in consultation with the Mayor.

Agenda Delivery

- 9.2. The Chief Administrative Officer will distribute the Council Agenda, together with copies of all pertinent correspondence, statements, and reports to each member of Council by electronic transmission or in person at least six (6) days prior to each Regular Meeting.
- 9.3 The Chief Administrative Officer, or designate, will distribute the Council Agenda cover pages publicly, on the Administration Office door, the Post Office bulletin board (in the Village of Big Valley), on Facebook and on the Village of Big Valley website within three (3) days of the Council meeting.
- 9.4 The Chief Administrative Officer, or designate, will distribute complete copies of the agenda to persons requesting an agenda package via email, or in print, as soon as time permits and reasonably before the Council meeting.

Submissions

- 9.5. Any member of Council, or any other person wishing to have an item of business placed on the Agenda, shall make the submissions to the Chief Administrative Officer no later than 12:00 noon, ten (10) days prior to the meeting.

- 9.6. Any member of Council, Village of Big Valley Administration or any member of the public wishing to speak to Council in a Closed Session, must submit their request to do so with the Chief Administrative Officer not later than 12:00 noon, ten (10) days prior to the scheduled Council meeting. The Chief Administrative Officer will review the request for a Closed Session and advise if and when the Closed Session is needed, in accordance with Section 14 of this Bylaw.
- 9.7. Emergent Agenda items, reports and supplementary material for inclusion in the upcoming meeting that are received after the deadline may be considered by the Chief Administrative and the Mayor and will be delivered to Councillors or Members in paper or electronic format as soon as possible.
- 9.8. All submissions shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.
- 9.9. A motion to adopt the Agenda has to be passed prior to transacting any other business, and may add new items or delete any matter from the Agenda with a majority vote. The Chair, any Councillor or the Chief Administrative Officer shall be given an opportunity to state why an item shall receive consideration on the Agenda because of its emergent nature before the motion is put to a vote.

10. ORDER OF BUSINESS

- 10.1. The Order of Business for each meeting shall be outlined in Schedule "A".
- 10.2. The Order of Business "Schedule A" can be altered from time to time by resolution of Council.
- 10.3. The Chair, in their sole determination, may deviate from the Order of Business to accommodate special circumstances and ensure effective and efficient use of time.

11. MINUTES

- 11.1. The Chief Administrative Officer shall be responsible for the preparation and distribution of the minutes for the Council Meetings.
- 11.2. The minutes will include:
 - 11.2.1. The names of all Councillors, Members and Administration present at Council meetings;
 - 11.2.2. A brief description of the subject matter;
 - 11.2.3. All decisions and other proceedings;
 - 11.2.4. The names of staff or members of the public who speak to an item;
 - 11.2.5. Any abstentions made under the *Municipal Government Act* by a Councillor and the reason for the abstention;
 - 11.2.6. The signatures of the Chair and the CAO.
- 11.3. The Chief Administrative Officer may delegate any duties to a designate.

- 11.4. It shall be recorded in the Minutes each time a member of Council excuses themselves by reason of pecuniary interest.

12. PROCEEDINGS

Discussion Directed Through Chair

- 12.1. Every member wishing to speak to a question or motion shall address themselves to the Chair.

Absence from Proceedings

- 12.2. When a Member has a pecuniary interest in a matter before Council or a Council Committee the Member must, if present, disclose the general nature of the pecuniary interest prior to any discussion on the matter, abstain from voting on any question relating to the matter and, subject the Municipal Government Act, abstain from any discussion of the matter and leave Council Chambers until discussion and voting on the matter are concluded.

Interruption of Speaker

- 12.3. A member who is speaking may only be interrupted by another Member:
- 12.3.1. By a Question of Privilege; or
 - 12.3.2. By a Point of Order.
- 12.4. A Member who is speaking when a Question of Privilege or Point of Order is raised must cease speaking immediately.
- 12.5. The Chair may grant permission:
- 12.5.1. To the Member raising a Question of Privilege or a Point of Order to explain the Question or Point briefly; and
 - 12.5.2. To the Member who was speaking to respond briefly.

Otherwise a Question of Privilege or a Point of Order is not debateable or amendable.

Ruling on Proceedings

- 12.6. The Chair will rule on Question of Privilege or Point of Order.
- 12.7. The Chair may seek advice on a Question of Privilege or Point of Order to determine whether a matter is within the jurisdiction of Council.
- 12.8. Any ruling of the Chair may be challenged.
- 12.9. A member who desires to address Council upon a matter that concerns the rights and privileges of the Council collectively, or of themselves as a member thereof, shall be permitted to raise such questions of privilege. A question of privilege shall take precedence over other matters. While the Chairman is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

13. MOTIONS

Consideration of Motions

- 13.1. Unless otherwise determined by the Chair, no matter may be voted on by Council unless it is in the form of a motion.
- 13.2. A Member may move a motion whether or not the Member intends to support it.
- 13.3. Once a motion has been moved and stated by the Chair, it is in possession of Council, and may only be withdrawn with the unanimous consent of the Members present at the meeting.
- 13.4. All motions shall be presented in a manner that allows Council to take a positive action.
- 13.5. A motion does not require a seconder.
- 13.6. Any Member may require the question or motion under discussion to be read at any time during the debate, but not to interrupt a member while speaking.
- 13.7. Whenever the Chair is of the opinion that a motion offered to Council is contrary to the rules and privileges of Council, the Chair shall apprise the members immediately, and shall cite the rule or authority applicable to the case without argument or comment.

Motion to Main Motion

- 13.8. When a motion has been made and is being considered by Council, no other motion may be made and accepted, except to:
 - 13.8.1. Refer the main question to some other person for group consideration;
 - 13.8.2. Amend the question;
 - 13.8.3. Table the motion;
 - 13.8.4. Postpone the main question to some future time; or
 - 13.8.5. Move a privilege motion.
- 13.9. A motion to adjourn the meeting automatically tables any motion on the floor at the time and shall not be debated except as to the time when the matter will again be considered.

Privileged Motions

- 13.10. The following motions are privileged motions:
 - 13.10.1. A motion to recess;
 - 13.10.2. A motion to adjourn;
 - 13.10.3. A motion to set the time for adjournment; and
 - 13.10.4. A Question of Privilege.

Motion to Recess

- 13.11. The Chair, without a motion, may recess the meeting for a specified period.
- 13.12. Any Councillor may move that Council recess for a specified period.
- 13.13. After a recess, business will be resumed at the point where it was interrupted.

Separating Motions

- 13.14. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor, or other Presiding Officer, so directs.

Amending Motions

- 13.15. Every amendment must be relevant to the question on which it is proposed. Any amendment offered which raises a new question can only be considered on a distinct motion.
- 13.16. An amendment proposing a direct negative is out of order.
- 13.17. Every amendment shall be decided upon or withdrawn before the main question is put to a vote.
- 13.18. Only one amendment shall be allowed on a main motion or to an amendment at one time.

Referring Motions

- 13.19. A Member may vote to refer any motion to the appropriate Council Committee or the Administration for investigation and report, and the motion refer:
 - 13.19.1. Precludes all further amendments to the motion;
 - 13.19.2. Is debateable; and
 - 13.19.3. May be amended only as to the body to which the motion is referred and the instructions on the referral.

Tabled Motions

- 13.20. A motion to Table another motion:
 - 13.20.1. Cannot be debated;
 - 13.20.2. Takes precedence over any other motion connected with the motion being Tabled; and
 - 13.20.3. May be raised from the Table at any time by a majority vote of Council.
- 13.21. A Tabled Motion is brought back with all the motions connected with it, exactly as it was when it was tabled.

Reconsiderations of Motions

- 13.22. A motion to reconsider shall not be allowed unless a majority of the members of Council present agree and it must be made by a member who voted on the prevailing side.
- 13.23. Debate on a motion to reconsider must be confined to reasons for and against reconsideration.
- 13.24. No question shall be reconsidered more than once at any one meeting of Council.
- 13.25. No item that has been discussed, debated and voted upon, may be placed on Council's Agenda for at least six (6) months after the date such motion was passed unless a two-thirds majority of Council, by resolution, approves reintroduction of the item.

Rescinding of Motions

- 13.26. A motion to rescind an action of Council may be offered at any time subsequent to the original motion.
- 13.27. Any member of Council may make the motion to rescind.
- 13.28. A majority vote of two-thirds of the members of Council is necessary for the passage of a motion to rescind.

Calling the Question

- 13.29. After the Mayor or other Presiding Officer finally puts forward the question, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or other Presiding Officer as to whether the question has been finally put shall be conclusive.

14. CLOSED SESSION

- 14.1. Any Member may move that Council convene into a Closed Session if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 14.2. All Closed Session meetings will be chaired by the Mayor and be held without the presence of the public unless invited by Council.
- 14.3. No Bylaw or motion will be passed in a Closed Session meeting except for a motion to revert to a meeting to be held in the public.

15. VOTING

Requirement to Vote

- 15.1. Each Member present must vote on every motion, unless the Member is required or permitted to abstain from voting under the *Municipal Government Act*.

Recorded Vote

- 15.2. Before a vote is taken, a Member may request that the vote be recorded. When a vote is recorded, the minutes shall show the names of the Councillors present and whether each Councillor voted for or against the proposal.

Voting Procedure

- 15.3. Voting on all matters shall be done by raising of the hand in such a clear manner that the Mayor, or other Presiding Officer may easily count them.
- 15.4. Unless otherwise specified in the Bylaw, a motion is carried when a majority of Members present at a meeting vote in favour of the motion.

Declaring Results of a Vote

- 15.5. After the Chair declares the result of the vote, Members may not change their vote for any reason.

Tied Votes

- 15.6. A motion is lost when the vote is tied.

16. COUNCIL REQUESTS FOR INFORMATION

Written Inquiries

- 17.1. Any Councillor may make a Request for Information, in writing to the Chief Administrative Officer, in accordance with Section 9.3 of this Bylaw, cc all other Councillors and the CAO will place the Request for Information on the upcoming Agenda.
- 17.2. Requests for Information approved by Council will be responded to at the next meeting of Council following the meeting at which the inquiry was submitted, unless:
- 17.2.1. The financial or other resources required to answer the request are substantial and a decision of Council or the CAO is required to approve such allocation of resources; or
 - 17.2.2. Additional time is required to prepare the response or compile the requested information.
- 17.3. A Councillor who submits a request for information may abandon the request at any time, and can do so by notifying the Chief Administrative Officer.

18. COMMUNICATION INTENDED FOR COUNCIL

Presentations at Council

- 18.1. Requests for an appointment to make a presentation to Council must be received by the CAO and must:

- 18.1.1. Be in writing no less than ten (10) days prior to Council meeting date;
 - 18.1.2. Clearly identify the reason or purpose of the appointment;
 - 18.1.3. Identify the individual or primary contract for group or organization; and
 - 18.1.4. Include contact information of the individual or organization.
- 18.2. If a delegation presents a request and the CAO has not presented a background report and recommendation, the matter will be referred back to administration for review, preparation of a background report and recommendation from the CAO.
- 18.3. Council shall hear no more than four delegations at any one meeting unless the Mayor or Presiding Officers deems that a further delegation is on an emergent nature. Delegations shall be restricted to a fifteen (15) minute time limit unless Council allows otherwise. All rules of Council in the Procedural Bylaw shall apply to each and every member of the delegation.
- 18.4. In questioning delegations whether statutory or otherwise, members of Council will ask only those questions which are relevant to the subject of the hearing and will avoid repetition. Delegations speaking to the subject will be restricted to speaking to the subject matter only.

Written Submissions

- 18.5. Any communication intended for Council must be forwarded to the Chief Administrative Officer, in writing, and shall be fairly written, printed on paper or distributed electronically and signed by at least one person whose address is also shown and will be redacted in the Council Agenda package.
- 18.6. When a communication intended for Council is received by the Chief Administrative Officer, they shall place it on the agenda of the next regular meeting of Council once the Chief Administrative Officer is assured there is sufficient information contained therein to allow Council to render a decision.
- 18.7. Any type of communication received by Council may be referred to a Committee, Council or may be referred to the Chief Administrative Officer for report.

19. CONDUCT IN COUNCIL

Public Conduct

- 19.1. During a Council Meeting, members of the public must:
- 19.1.1. Not approach or speak to Council without permission of the Chair;
 - 19.1.2. Maintain order and quiet; and
 - 19.1.3. Not interrupt a speech or action of Council or another person addressing Council;
- 19.2. The Chair may order a member of the public who creates a disturbance or acts improperly at a meeting to be expelled.

Council Conduct

19.3. During a Council meeting, Members must not:

- 19.3.1. Imply attribution of motive, speak disrespectfully or use offensive words;
- 19.3.2. Address Members without permission;
- 19.3.3. Carry on a private conversation;
- 19.3.4. Break the rules of Procedure or disturb the proceedings;
- 19.3.5. Leave their seat or make noise or disturbance while a vote is being taken or the results declared; or
- 19.3.6. Disobey the decision of the Chair on any question of order, practice or interpretation.

19.4. Councillors are also bound by the Code of Conduct Bylaw and shall adhere to all pertinent bylaws when conducting the business of Council.

Cell Phones and Personal Electronic Devices

19.5. During a Council meeting, cell phones and electronic devices shall be turned off or set on a mode that will not be a disruption to the meeting.

20. REPEAL OF BYLAW

20.1. This Bylaw Repeals Bylaw 861 – Procedural Bylaw

Read a First time this 20th day of November, 2023 A.D. on a motion of Mayor German.

CARRIED

Read a Second time this 20th day of November, 2023 A.D. on a motion of Councillor Houle.

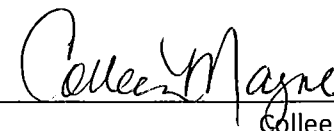
CARRIED

Read a Third time this 20th day of November, 2023 A.D. on a motion of Councillor Hoogenberg.

CARRIED



Clark German, Mayor



Colleen Mayne, CAO

SCHEDULE "A"

ORDER OF BUSINESS AT REGULAR COUNCIL MEETINGS

The normal order of business for the Regular Meeting of Council shall be as follows:

1. Call to Order
2. Agenda Additions
3. Adoption of Agenda
4. Adoption of Minutes
5. Delegations
6. Specific Items Set for Business Arising from Public Hearings, Visitors, and Delegations
7. Old Business
8. New Business
9. Reports
10. Financial Statements
11. Items of Information
12. Public Comments – Limited to 5 minutes
13. Closed Session
14. Adjournment

Village of Big Valley Policy

COUNCIL REMUNERATION

POLICY NUMBER: 01-2024

POLICY PURPOSE: To allow the Village of Big Valley to set the remuneration fees paid to Councillors and Appointed Committee Representatives.

Procedure:

1. Councillors will be compensated for their attendance at the following meetings:
 - a) Regular and Special Council Meetings;
 - b) Meetings of Committees and Boards as established by Council;
 - c) Conventions and Seminars approved by Council;
 - d) Other Meetings as approved by Council;
 - e) Parades as approved by Council;
 - f) Suppers as approved by Council;
 - g) Golf Tournaments as approved by Council;
 - h) Celebrations as approved by Council;
 - i) Training Fees and Day Fee as approved by Council.
2. Representatives appointed by the Village of Big Valley Council to act on behalf of the Council as representatives or members of associations, commissions and organizations may claim mileage and appropriate meeting fees for meetings and/or workshops if they are not paid by that association and have been approved through a Village of Big Valley resolution.
3. Each member of Council is entitled to remuneration for up to 4 approved non-meeting events per year.

Remuneration:

Village Council, at the Annual Organizational Meeting, will set the following rates:

- a) Meetings: full day, and half day
- b) Mileage
- c) Annual stipend
- d) Any other expenses considered appropriate by Council

Social Functions:

1. Village Councillors may not charge per diems to attend social or recreational functions unless they are formally invited to attend the function on behalf of the Village in an official capacity and have approval from Council as a whole to represent the Village at the function.
2. Members of Council have the authority to take others out to a meal with prior approval of Council as a whole before they occur.

Committee/Board Conventions:

1. The Village will pay all expenses and per diems for convention attendance for all Village-appointed representatives to Committees/Boards subject to prior approval of Council.

2. All Councillors and Chief Administrative Officer be authorized to attend the AUMA Conventions.
3. Where possible, the per diems and expenses paid by the Village of Big Valley will be billed to the respective organization.
4. Councillor and Committee Representative Fee Sheets for meeting attendance and mileage (recorded in kilometers) are to be completed and returned to the office at the end of every quarter (Mar. 31st, June 30th, Sept. 30th, and Dec. 31st).
5. All Councillor and Committee Representative Fee Sheets require the approval of the Chief Administrative Officer.
6. All Councillors must attend a minimum of nine (9) Regular Council Meetings of Big Valley Village Council per year to qualify for the annual stipend of \$1,400.00, paid quarterly, unless otherwise approved by Council as a whole.


Expense Claims:

Expense claims for other than those items listed previously, i.e., hotel rooms, meals, etc., are to be submitted to the CAO accompanied by receipts.

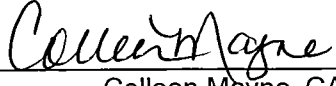
Regulations:

1. Claim round trip mileage from the lesser of location of departure or residence, to the destination approved. Mileage will be paid according to the current Province of Alberta rates.
2. Travelling time is to be included in the per diem charge for the meetings.
3. A minimum of two (2) hours per meeting will be paid at a rate of \$30.00 for the two (2) initial hours. The amount of \$15.00/hour will be paid for every hour after that.
4. If more than one meeting occurs within a four (4) hour period or less, it shall be billed at the \$60.00 rate of one ½ day meeting.
5. If more than one meeting occurs in an eight (8) hour period, it shall be billed at the \$100.00 rate of one full day meeting.

Dated this 13th day of May, 2024



Chantelle Janke, Mayor



Colleen Mayne, CAO