

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: June 06, 2022 Time: 7:00 P.M.
Location: Council Chambers: Irricana Centennial Centre, 222-2 Street

A. CALL TO ORDER

The Regular Meeting of Council for June 6, 2022 is called to order by the Chief Administrative Officer at _____ pm.

Oath of Office:

Jim Bryson received the Oath of Office on May 24, 2022 in front of a Commission of Oaths

Nomination of Mayor

The Chief Administrative Officer calls for Nominations for the Office of Mayor

_____ was nominated

_____ accepted or declined the nomination

Election of Mayor

_____ elected as Mayor

The Chief Administrative Officer will turn the meeting over to Mayor _____ who will assume the Chair.

B. ATTENDANCE

C. AGENDA

D. PRESENTATIONS

1. None

E. MINUTES

1. Minutes from May 16, 2022 Regular Council Meeting
2. Minutes from May 26, 2022 Special Meeting of Council
3. Minutes from May 27, 2022 Special Meeting of Council
4. Minutes from June 01, 2022 Special Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

1. CAO Report

H. OLD BUSINESS

2. None

I. NEW BUSINESS

1. RFD – Summer Council Meetings
2. RFD – Signing Authority

J. COMMUNICATION / INFORMATION

1. Council Code of Conduct Bylaw #004 :2021 (to be reviewed & signed)
2. Financial Reports
3. Municipal Affairs 2022 MSI Information
4. Municipal Affairs Survey on Council Code of Conduct

K. FOLLOW-UP/ACTION & STATUS

1. None

L. PUBLIC INPUT

As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.

M. CLOSED SESSION

I, Mayor _____ move to go into Closed Session to discuss:

- a) an item of which information is subject to any type of legal privilege, as per Section 27 of the FOIP Act; AND
- b) where disclosure of personal information would be an unreasonable invasion of a third party's personal privacy as per Section 17 of the FOIP Act.

1. Labour: (Union item)
2. Labour: (Review Report)

N. ADJOURN

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
May 16, 2022
Virtual Council Meeting - MGA: Section 199

ATTENDANCE

As per Section 199(1) of the Municipal Government Act, a Council meeting may be conducted by means of electronic communication. Notice of the electronic version was provided to the public including the way it was to be conducted.

As per Section 199(2) of the Municipal Government Act, Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Deputy Mayor:	Kim Schmaltz
Councillors:	Debbie Day, Lisa McAree, Anton Van Arendonk
CAO:	Barrie Hutchinson

CALL TO ORDER

The meeting was called to order by Deputy Mayor Schmaltz at 7:07 p.m.

AGENDA

- (i) Adopt Agenda
Addition of New Business Item I-3: 2021 Audited Financial Reports
73:22 Moved by Councillor Day to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) 2021 Audit – Scase & Partners
Presentation 7:09 pm to 7:34 pm

74:22 Moved by Deputy Mayor Schmaltz to approve the 2021 Audited Financial Statements for the Town of Irricana as presented by Scase & Partners Chartered Professional Accountants, and to authorize the Deputy Mayor to sign.
CARRIED

MINUTES

- (i) Minutes from May 2, 2022 Regular Council Meeting
75:22 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for May 2, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) RFD – Council Procedural Bylaw 001:2022
76:22 Moved by Councillor Day that Bylaw 01:2022, being a bylaw to regulate the proceedings and conduct of Council meetings be read for a third time this 16th day of May, 2022.
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Opposed: Councillor Van Arendonk
CARRIED

- (ii) RFD - ATCO Gas Bylaw
77:22 Moved by Councillor Day that Bylaw 012:2021, being a bylaw of the Town of Irricana to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company), to renew an agreement with, and to confer a franchise on the Company to deliver natural gas to customers within the municipality, be read for a second time, this 16th day of May, 2022
CARRIED

78:22 Moved by Deputy Mayor Schmaltz that Bylaw 012:2021, being a bylaw of the Town of Irricana to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company), to renew an agreement with, and to confer a franchise on the Company to deliver natural gas to customers within the municipality, be read for a third time, this 16th day of May, 2022
CARRIED

- (iii) Addition of 2021 Audited Financial Statements received Motion 74:22 under Presentations.

NEW BUSINESS

- (i) RFD – 2022 Operating and Capital Budgets
79:22 Moved by Deputy Mayor Schmaltz to adopt the 2022 Operating and Capital Budgets as presented.
Recorded Vote requested by Councillor Van Arendonk
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Abstained (Councillor Van Arendonk verbally indicated he Abstains from Voting. No reason was provided)
CARRIED

- (ii) RFD – March/April 2022 Utility Penalty
80:22 Moved by Councillor McAree to waive the June 1, 2022 Utility Penalties, due to the delayed and estimated town wide utility billings being produced, as outlined in the Request for Decision.
CARRIED

COMMUNICATION/INFORMATION

None

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*
Questions were presented to Council

CLOSED SESSION

- (i) Closed to Public
81:22 Moved by Deputy Mayor Schmaltz to go into Closed Session at 7:55 pm to discuss an item of which information is subject to any type of legal privilege, as per Section 27 of the FOIP Act.
- (ii) Open to Public
82:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 8:03 pm.

ADJOURN

- (i) Adjournment
83:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 8:03 pm.

Deputy Mayor Schmaltz

Barrie Hutchinson
Chief Administrative Officer

TOWN OF IRRICANA
Minutes of the Special Meeting of Council held
Date: May 26, 2022 Time: 7:00 pm
Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

	Agreement to Waive Notice of Meeting signed
Deputy Mayor:	Kim Schmaltz
Councillors:	Jim Bryson, Debbie Day, Lisa McAree, Anton Van Arendonk
CAO:	Barrie Hutchinson

CALL TO ORDER

The meeting was called to order by Deputy Mayor Schmaltz at 7:00 p.m.

AGENDA

- (i) Adopt Agenda
84:22 Moved by Councillor Day to adopt the Agenda as presented.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) None

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – 2022 Tax Rate Bylaw 002:2022
85:22 Moved by Deputy Mayor Schmaltz that Bylaw 002:2022, being a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2022 taxation year, be read for a first time this 26th day of May, 2022.
Recorded Vote requested by Councillor Van Arendonk
In Favour: Deputy Mayor Schmaltz, Councillor Bryson, Councillor Day, Councillor McAree
Opposed: Councillor Van Arendonk
CARRIED

COMMUNICATION/INFORMATION

- (i) None

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*

CLOSED SESSION

- (i) None

ADJOURN

- (i) Adjournment
86:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 7:14 pm.

Deputy Mayor Schmaltz

Barrie Hutchinson
Chief Administrative Officer

TOWN OF IRRICANA
Minutes of the Special Meeting of Council held
Date: May 27, 2022 Time: 7:30 pm
Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

Deputy Mayor: Kim Schmaltz
Councillors: Jim Bryson, Debbie Day, Anton Van Arendonk
Lisa McAree – Absent with Notice
CAO: Barrie Hutchinson – Absent with Notice

CALL TO ORDER

The meeting was called to order by Deputy Mayor Schmaltz at 7:30 p.m.

AGENDA

- (i) Adopt Agenda
87:22 Moved by Councillor Bryson to adopt the Agenda as presented.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) None

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – 2022 Tax Rate Bylaw 002:2022
88:22 Moved by Councillor Day that Bylaw 002:2022, being a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2022 taxation year, be read for a second time this 27th day of May, 2022.
In Favour: Deputy Mayor Schmaltz, Councillor Bryson, Councillor Day
Opposed: Councillor Van Arendonk
CARRIED

89:22 Moved by Councillor Bryson that Bylaw 002:2022, being a bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2022 taxation year, be read for a third time this 27th day of May, 2022.

In Favour: Deputy Mayor Schmaltz, Councillor Bryson, Councillor Day
Opposed: Councillor Van Arendonk
CARRIED

COMMUNICATION/INFORMATION

- (i) None

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*

CLOSED SESSION

- (i) None

ADJOURN

- (i) Adjournment
90:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 7:38 pm.

Deputy Mayor Schmaltz

Chief Administrative Officer

TOWN OF IRRICANA

Minutes of the Special Meeting of Council held

Date: June 01, 2022 Time: 7:00 pm

Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

Deputy Mayor:

Kim Schmaltz

Councillors:

Jim Bryson, Debbie Day, Lisa McAree, Anton Van Arendonk

CAO:

Barrie Hutchinson – Absent with Notice

CALL TO ORDER

The meeting was called to order by Deputy Mayor Schmaltz at 7:05 p.m.

AGENDA

- (i) Adopt Agenda

91:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as presented.

CARRIED

PRESENTATIONS

None

MINUTES

- (i) None

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) None

COMMUNICATION/INFORMATION

- (i) None

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*

CLOSED SESSION

- (i) Closed to Public
92:22 I, Deputy Mayor Schmaltz move to go into Closed Session at 7:07 pm to discuss an item of which may be considered privileged information under Section 27(1) of the FOIP Act.
- (ii) Open to Public
93:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 8:15 pm.

ADJOURN

- (i) Adjournment
94:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 8:15 pm.

Deputy Mayor Schmaltz

Chief Administrative Officer



Chief Administrative Officer Report
Review of May 16, 2022 to June 6, 2022

Public Works

The Town received notification through the STEP Grant program confirming funds for two summer students. One student has been hired and the Town has been advertising for a second student. Applications are still being accepted with details of the position outlined on the Town's website.

Our summer student has been kept busy with planting the flowers in the many pots and planters throughout Town. With the warm weather and lack of natural moisture, watering will be done regularly to keep these flowers vibrant.

Water/Sewer:

There was a recent water break on 4th Street repaired.

Campground:

The Campground is now open and is being operated under the management of the Irricana AG Society. For bookings, please contact Charlene at 403 827-1869

Roadways/Sidewalks:

Street sweeping throughout Town has now been completed.

Public Works are mapping roadway low spots, some of which may have resulted from previous road repairs, where the ground has further settled, causing the surface to sink a bit in spots. Due to the nature of the type of repair required on some of these, it is not practical cost wise to do a single repair. Some of these will be repaired during the same time period as the 6th Street work.

Parks & Recreation:

Public Works will be completing any of the required preopening maintenance at the Splash Park, with opening to be determined, once completed. The Town will advertise opening on our website, facebook and electronic sign.

Utilities and Taxes:

The March / April Utility Bills were estimated due to the consumption read data not being retrievable from the handheld equipment. Billings were due by May 31st and there is currently outstanding Arrears of \$49,528.00. The Town will be sending reminder notices to all outstanding accounts shortly.

An upgrade to the water read software should be in place prior to the end of the June consumption reads. These actual reads will be a correction of +/- to the March/April estimated reads.

Tax Notices were mailed on May 31st, with the due date of June 30th. With the delay in Land Titles of approx. 3-4 months, anyone who has recently purchased property in Irricana should contact our office.

Rocky View School Meeting:

An email will be provided to Council on the confirmed date for this meeting.

General Questions to Administration:

- 1) Fire Hydrant Dedication: No confirmed date has been determined for the dedication.
- 2) Front Door of Town Office: Administration has quotes on repair/replacement.
- 3) Peace Officer Status: No information at this time.

Request for Decision

To: Deputy Mayor Schmaltz and Council

From: Barrie Hutchinson, Chief Administrative Officer

Date: June 06, 2022

Subject: 2022 Summer Council Meeting Schedule

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

As outlined in the Council Procedural Bylaw #001:2022, Part II, regular meetings of Council shall be held on the first and third Mondays of each month.

Should Council decide to hold a single meeting in each of the summer months of July and August, a Motion is required.

BENEFITS:

Allows for administration to properly plan for advertising and to ensure there is a proper line of communication with residents.

DISADVANTAGES:

None

ALTERNATIVES:

- 1) Continue with the regularly scheduled 1st and 3rd Mondays for each of July and August, as outlined in Bylaw 001:2021.
- 2) Motion to hold one meeting for each of the summer months of July and August 2022, a date chosen by Council.

IMPLICATION ON FINANCES:

None

RECOMMENDATION:

As decided upon by Council.

RECOMMENDED MOTION:

Motion to approve the Summer Meeting schedule as chosen by Council.

Request for Decision

To: Deputy Mayor Schmaltz and Council

From: Barrie Hutchinson

Date: June 6, 2022

Subject: Amend Signing Authority

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Policy 2.11: Authorized Signature Policy

KEY ISSUES AND BACKGROUND:

Policy 2.11 outlines the parameters surrounding the movement of funds between Bank and Investment Accounts, as well as signing and releasing cheques for payment of Services.

Under this Policy, there is a requirement for two signatures on any financial transaction.

Currently, the three signing officers for the Town of Irricana are: Mayor Frank Friesen; Deputy Mayor Kim Schmaltz and CAO Barrie Hutchinson.

With the resignation of Frank Friesen from the position of Mayor on Council, the newly appointed Mayor should be added with Frank Friesen to be removed as a signor with the Town of Irricana.

BENEFITS:

To remove a previous signing authority and add a replacement in order to maintain day-to-day operations in a timely manner.

DISADVANTAGES:

None

ALTERNATIVES:

- 1) To remove the previous Mayor, Frank Friesen as a signing officer and the newly appointed Mayor to be added as a signing officer with the Town of Irricana.
- 2) To remove the previous Mayor, Frank Friesen as a signing officer and maintain only two signing officers, Deputy Mayor and CAO.

IMPLICATION ON FINANCES:

N/A

RECOMMENDATION:

To Motion indicating that former Mayor Frank Friesen be removed from all signing authority, and the newly appointed Mayor be added as signing authority with the Town of Irricana.

RECOMMENDED MOTION:

To approve the recommendation for signing authority and update Authorized Signature Policy 2.11.

TOWN OF IRRICANA

POLICY NUMBER 2.11

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Title: AUTHORIZED SIGNATURE POLICY

EFFECTIVE: March 15, 2021

1.0 **PURPOSE**

The purpose of this Authorized Signature Policy is to establish the individuals with signing authority and control of funds for the Town of Irricana.

2.0 **POLICY STATEMENT**

The Town of Irricana requires defined parameters surrounding the movement of funds between Bank Accounts and Investment Accounts, as well as signing and releasing cheques for payment of services. Signing authority for the Town of Irricana shall be as follows:

Position	Name
Mayor	
Deputy Mayor	Kim Schmaltz
Chief Administrative Officer	Barrie Hutchinson

1.1 **General Operating Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer

The Chief Administrative Officer will administer the day-to-day operations of this account.

1.2 **T-Bills and any other Investment Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer

1.3 **Special Reserve Accounts:** Any two (2) signatures of the following:

Mayor, Deputy Mayor or Chief Administrative Officer

Mayor

MOTION: 54:21 _____.

DATE: March 15, 2021

Chief Administrative Officer

REVISIONS: Motion _____

**BYLAW #004:2021
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

**Being a Bylaw of the Town of Irricana, in the Province of Alberta, to establish a
Code of Conduct for Members of Council.**

WHEREAS pursuant to Section 146.1(1) of the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to Section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not 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 Irricana;

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 Irricana in the Province of Alberta, duly assembled, enact as follows:

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. 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 the Freedom of Information and Protection of Privacy Act, R.S.A. 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 and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- g) "**Municipality**" means the municipal corporation of the Town of Irricana;
- h) "**Pecuniary Interest**" as per the MGA definition means a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family.

3. Purpose and Application

3.1. 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.

- 8.2. 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.
- 8.3. 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.
- 8.4. No Member shall speak 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.
- 8.5. 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.
- 8.6. Members must not:
- a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO" as defined above and all efforts to communicate with Council outside the established line of communication will be reverted back to the "CAO" regardless;
 - 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.

9. Discipline of Council Members

- 9.1. Breach of any part of this bylaw can result in discipline of the council member.
- 9.2. There must be a written complaint by a minimum 18 year old or older, which outlines the breach of the council member as a first step. This should be received at the Town Office. This complaint must be about a breach of this Bylaw only.
- 9.3. Once a written complaint is received it will be heard at the next meeting and the remaining council will make a ruling on the breach. The council may punish the breach with the following:
- a) a letter of reprimand which outlines the breach addressed to the council member;
 - b) a request that the Councillor issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the council member's response;
 - d) a requirement to attend some form of training;
 - e) suspension or removal of the appointment of a council member from some or all council committees and bodies to which council has the right to appoint members;
 - f) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowance for attending council meetings;
- 9.4. Any ruling on a breach can be appealed in writing to: the Mayor, Deputy Mayor, or majority of council within 30 days of the party being noticed. If there is an appeal an independent arbitrator will be hired to give ruling on the item in question. The costs will be incurred by the municipality. If there was a reduction in remuneration for the council member meetings will be tracked and if the applicant is successful in their appeal all meetings will be back paid with the appropriate remuneration rate.

10. Conduct in Meetings

- 10.1 Members of the public during a Meeting shall:
- a) address Council with the permission of the Chairperson;
 - b) maintain order and remain quiet;
 - c) not interrupt a speech of a Council Member or other Person;

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

14.4. In the course of their duties, Members may also become privy to confidential information received outside of a "closed session" 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;
- c) use confidential information for personal benefit or for the benefit of any other individual or organization.

14.5. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) the security of the property of the Municipality;
- b) a proposed or pending acquisition or disposition of land or other property;
- c) a tender that has or will be issued but has not been awarded;
- d) contract negotiations;
- e) employment and labour relations;
- f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

14.6 For the period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity.

15. Conflicts of Interest

15.1. 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

15.2 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.

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

15.4 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.

16. Improper Use of Influence

16.1. 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.

16.2. 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

- b) requesting the Mayor and or Deputy Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

21.2. 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.

22. Formal Complaint Process

- 22.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member 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;
 - 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.

23. Compliance and Enforcement

- 23.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 23.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 23.3. 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.
- 23.4. 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.



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108536

May 16, 2022

Mayor
Town of Irricana
PO Box 100
Irricana AB T0M 1B0

Dear Sir/Madam:

The Government of Alberta continues to build on its commitment to invest responsibly and sustainably in Alberta's communities and support local infrastructure needs. As part of this commitment, I am pleased to confirm that \$485 million will be allocated to local governments in Municipal Sustainability Initiative (MSI) capital funding and \$30 million in MSI operating funding in 2022. Combined with \$1.196 billion in funding front-loaded in 2021, MSI capital funding over the last three years of the program, from 2021 to 2023, will average \$722 million per year.

In addition, in 2022, Alberta will receive \$255 million in federal funding under the Canada Community-Building Fund (CCBF).

For the Town of Irricana:

- **The 2022 MSI capital allocation is \$157,154.**
This amount is equivalent to 40.6 per cent of your 2021 allocation, a reduction based on year-over-year change in overall program funding from \$1.196 billion to \$485 million.
- **The 2022 MSI operating allocation is \$50,563.** This includes \$29,590 in Sustainable Investment funding.
Your 2022 operating allocation will be the same as in 2021.
- **The 2022 CCBF allocation is \$72,870.**
This amount was calculated using the 2019 Municipal Affairs Population List, the most current municipal-level population data available for the purpose of calculating CCBF funding.

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at open.alberta.ca/publications. MSI allocation estimates for 2023, the last year of the MSI, are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

.../2

The new Local Government Fiscal Framework (LGFF) program is scheduled for implementation in 2024. The new funding arrangement will ensure predictable long-term infrastructure funding at sustainable levels tied to growth in provincial revenues. I recognize how important it is for you to have the opportunity to provide input on the design of the LGFF, and value your expertise in the development of the new program.

I am pleased to announce that engagement with our local government stakeholders on the LGFF program has already begun. I had the privilege to initiate the LGFF engagement process by meeting with representatives from Alberta Municipalities, Rural Municipalities of Alberta, the Metis Settlements General Council, and the cities of Calgary and Edmonton. This engagement will include a survey on the LGFF program design, which is being sent out to all local governments. The results of these consultations are anticipated to be shared with you by early 2023.

We have a busy year ahead, and I am looking forward to working with you to develop the LGFF to ensure the program reflects local priorities, while aligning with provincial objectives and respecting our taxpayers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver", is written over the typed name.

Ric McIver
Minister

cc: Barrie Hutchinson, Chief Administrative Officer, Town of Irricana



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR108633

May 16, 2022

Dear Reeve/Mayor:

I am inviting your council to provide input to identify potential legislative changes that might improve the local election process, as well as enhance the public's trust in local councils.

The *Local Authorities Election Act (LAEA)* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, and Metis Settlements. The *Municipal Government Act (MGA)* includes rules governing the conduct of those elected officials once on council, including code of conduct requirements and councillor disqualification.

Reviews of the *LAEA* typically occur following each municipal general election. The most recent election in October 2021 resulted in a number of citizen concerns regarding a variety of issues, including privacy of information on voter lists and the appropriateness of the current eligibility criteria for candidates. Meanwhile, the application of the code of conduct in some Alberta municipalities has caused varying degrees of public concern regarding the fairness and/or effectiveness of the process.

The *MGA* has undergone a number of minor amendments over the past few years, as part of the broader red tape reduction initiative. Municipal stakeholders were engaged on potential changes to the code of conduct requirements in summer 2021. The engagement indicated a strong interest in further engagement on this issue; the engagement process we are undertaking now responds to that interest, while also providing an opportunity for a more holistic review of councillor accountability and ethics.

Municipal Affairs is initiating an engagement process and is looking for your insights and feedback to ensure any legislative changes meet the needs of elected officials, municipal administrations, and the general public. The first part of this engagement is to receive your valuable input specifically on the code of conduct. I would appreciate receiving your municipal council's combined feedback on the code of conduct through the following link, your.alberta.ca/mga-code-of-conduct, by June 14, 2022.

This survey for elected officials' feedback on the code of conduct will be followed by a public survey on local elections and councillor accountability, which will be posted online by summer 2022 for input from Albertans and stakeholders. Individual councillors will also have this additional opportunity to provide their input.

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This public survey may include ideas generated through this first round of engagement with municipal councils. Input received from elected councillors, other municipal stakeholders, and Albertans will ultimately guide decision-making on potential amendments to the *LAEA* and the *MGA* regarding local elections and councillor accountability.

Your input is important to the Government of Alberta. It will help ensure we have the most comprehensive legislation in place, which not only respects the rights of the electors, but also provides accountable governance for Albertans.

In order to provide your input, please go to your.alberta.ca/mga-code-of-conduct. I look forward to receiving your input and perspectives on this important matter.

In addition, I encourage you to read the attached documents to familiarize yourself with the scope and intent of the engagement. If you have any questions about the engagement or would like to submit a written response on behalf of your municipal council, please contact the Engagement Team, Municipal Services Division, in Municipal Affairs at ma.engagement@gov.ab.ca.

Sincerely,

A handwritten signature in blue ink that reads "Ric McIver". The signature is stylized, with the first letters of the first and last names being capitalized and prominent.

Ric McIver
Minister

Attachments:

- *Municipal Government Act's Code of Conduct Discussion Guide*
- *Local Authorities Election Act and Municipal Government Act – Scope of Engagement*

Code of Conduct

Discussion Guide

Preamble

Municipal Affairs is exploring amendments to the *Municipal Government Act (MGA)* and the *Local Authorities Election Act (LAEA)* to enhance accountability and public trust in local elections and local elected officials. To support these efforts, Municipal Affairs is engaging with elected officials on code of conduct requirements.

Background

The *MGA* requires councils to pass a bylaw establishing a councillor code of conduct, and provides discretionary authority to establish a code of conduct for council committees and other bodies. The Code of Conduct for Elected Officials Regulation lists topics that must be included in the bylaw as well as possible sanctions. Each code of conduct must include a complaint system, and a bylaw review is required at least every four years. A councillor cannot be disqualified or removed from office for a breach of conduct.

Purpose

Code of conduct requirements were introduced in 2015, with the intent of strengthening local elected official accountability and ensuring appropriate enforcement of conduct violations. Most municipalities have had no issues or concerns with code of conduct bylaws. However, in some cases, it has exacerbated divisions, strained relationships, or allowed for a majority on a council to place overly punitive sanctions on other councillors. The only means to challenge code of conduct sanctions is through the Court of Queen's Bench, which is expensive and time consuming. In these cases, both the sanctions applied and subsequent legal challenges have limited the ability to govern fairly and effectively.

Municipal Affairs is looking for your insights and feedback on this direction to ensure any changes meet the needs of involved parties.

Discussion Questions

1. Has your municipality experienced challenges related to enforcing its Code of Conduct?
 - a. If so, what were those challenges?
2. Do you think the current legislation on Code of Conduct is sufficient and meets the requirement of municipalities to provide fair and accountable governance?
 - a. If no, please provide your suggestions.

Your feedback may be sent through the survey at your.alberta.ca/mga-code-of-conduct or in writing to Municipal Affairs, Municipal Planning and Engagement, Engagement Team, at ma.engagement@gov.ab.ca by **June 14, 2022**.

Local Elections and Councillor Accountability

Local Authorities Election Act and Municipal Government Act Engagement

Preamble

Municipal Affairs is exploring amendments to the *Local Authorities Election Act (LAEA)* and *Municipal Government Act (MGA)* to enhance accountability and public trust in local elections and local elected officials.

The *LAEA* establishes the framework for the conduct of elections in Alberta municipalities, school divisions, and Metis Settlements.

The *MGA* includes rules governing the conduct of those elected officials once on council, including code of conduct requirements and councillor disqualification.

Reviews of the *LAEA* typically occur following each municipal general election. The most recent election in October 2021 resulted in a number of citizen concerns regarding privacy of information on voter lists and the appropriateness of the current eligibility criteria for candidates.

Recent code of conduct violations in some Alberta municipalities and sanctions that were perceived as too weak or too punitive have also caused varying degrees of public concern.

As such, Municipal Affairs is looking at legislative amendments to improve the election process as well as enhance the public's trust in their local councils once elected.

Background

The scope of the engagement will focus on the following topics:

Topic	Current State
Enhanced Councillor Accountability <ul style="list-style-type: none">• Eligibility criteria for candidates• Disqualification rules for councillors• Code of conduct	<p>The <i>LAEA</i> sets out eligibility requirements to run for council. There is no opportunity to challenge eligibility of candidates under the <i>LAEA</i>.</p> <p>Eligibility Criteria (<i>LAEA</i> Section 21)</p> <ul style="list-style-type: none">- Must be eligible to vote in that election.- Must be a resident of jurisdiction for the previous six months.- Cannot owe \$50 in taxes to the local authority or have owed over \$500 in the previous 90 days.- Must not have been convicted of election finance violations in the past 10 years.- Must file appropriate finance disclosure forms in the previous eight or three years, depending on type of disclosure.

Engagement Summary

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	<p>The <i>MGA</i> outlines criteria that can result in the disqualification of a councillor.</p> <p>The <i>MGA</i> requires councils to pass a bylaw establishing a councillor code of conduct, and provides discretionary authority to establish a code of conduct for council committees and other bodies. The Code of Conduct for Elected Officials Regulation lists topics that must be included in the bylaw as well as possible sanctions. Each code of conduct must include a complaint system, and a bylaw review is required at least every four years. A councillor cannot be disqualified or removed from office for a breach of conduct.</p>
<p>Protecting Voters</p> <ul style="list-style-type: none"> • Objecting to electors • Privacy of information on voter lists 	<p>If the returning officer believes a person is not eligible to be an elector, they must make a note in the elector register that includes the rationale. The elector is still permitted to vote.</p> <p>Under Section 49 of the <i>LAEA</i> a municipality may, by bylaw, prepare a permanent electors register.</p> <ul style="list-style-type: none"> • The permanent electors register may contain electors' name, residential address, phone number, gender, and birthdate. • The register is not distributed to candidates; it is intended to assist the municipality in running the election. <p>Section 50 of the <i>LAEA</i> also allows a municipality to, by bylaw, direct the returning officer to prepare a list of electors who are entitled to vote in the municipal election. This list must be provided to a candidate upon request after the close of nomination day.</p> <ul style="list-style-type: none"> • The candidate must only use the list of electors for the purpose of campaigning for the election. • Misuse of the information on the list is an offence under Section 158. A person found guilty is liable to a fine of not more than \$100,000, or imprisonment for one year, or both.
<p>Strengthening Democracy</p> <ul style="list-style-type: none"> • Judicial recount rules • Third-party issues, advertising rules 	<p>Elections that use alternative voting equipment, such as voting machines or tabulators, are not eligible for judicial recount.</p> <p>The <i>LAEA</i> regulates third-party advertising for or against a candidate during the election advertising period. Third-party advertisers who address an issue, and do not state support or opposition to a candidate, are not subject to any provisions in the <i>LAEA</i>.</p> <p>Registration as a third party advertiser will mean that the provisions of the <i>Local Authorities Election Act</i> apply, including donations to that organization are limited to Alberta residents as well as corporations and trade unions that ordinarily do business in Alberta.</p>

Discussion Questions

Enhanced Councillor Accountability

1. Are the eligibility criteria for an individual to be nominated as a municipal candidate adequate?
 - a. If not, please provide your suggestions for improvement.
2. Are the criteria and process for disqualifying a councillor appropriate?
 - a. If not, please provide your suggestions for improvement.

Protecting Voters

1. Should candidates, their scrutineers, or their official agent continue to have the opportunity to object to an individual who has shown up to vote?
2. Should candidates be able to request access to the list of electors?

Strengthening Democracy

1. Should elections conducted with electronic voting equipment be eligible for judicial recount, where the judge can order the votes be recounted by hand or run through the electronic tabulator again?
2. Should third parties advertising for or against an issue that is the subject of a vote (e.g., municipal referendum question) be required to register?
3. Should third parties advertising any issues that have been raised by candidates in a municipal election be required to register?

Do you have any additional comments or considerations on these topics?

*An online survey will also be published on the [alberta.ca](https://www.alberta.ca) website in summer 2022 for your input. Feedback may also be sent to Municipal Affairs, Municipal Policy and Engagement, at ma.engagement@gov.ab.ca by **July 11, 2022**.*