

AGENDA FOR THE TOWN OF BEAVERLODGE COMMITTEE OF THE WHOLE MEETING
 TO BE HELD MONDAY FEBRUARY 13, 2023 @ 6:00 PM
 COUNCIL CHAMBERS, 400 10 ST BEAVERLODGE, AB

1.0	<u>CALL TO ORDER</u>	
2.0	<u>LAND ACKNOWLEDGEMENT</u>	PP 2
3.0	<u>ADOPTION OF AGENDA</u>	
4.0	<u>DELEGATION</u>	
5.0	<u>OLD BUSINESS:</u>	
6.0	<u>NEW BUSINESS:</u>	
	6.1 Annual review – Bylaw #967-1 Code of Conduct for Council Members	PP 3-11
	6.2 Annual review – Bylaw #1001 Procedure of Council Meetings and Conduct of Council	PP 12-19
	6.3 Annual review – C-9 Signing Authority Policy	PP 20-26
	6.4 Annual review – Strategic Plan 2022 – 2026	PP 27-35
	6.5 New Physician Welcome – Councillor Kokotilo-Bekkerus	
	6.6 Coffee with Council – Feb 28/23	PP 36
	6.7 Road Hockey Tournament – Councillor Jones	PP 37
	6.8 Aquatera – Councillor Jones	
	6.9 Firehall Project Update	
	6.10 Health Complex Update	
7.0	<u>TOPICS FOR NEXT AGENDA:</u>	
8.0	<u>ADJOURNMENT:</u>	



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As long as the sun shines, grass grows and the rivers flow – we acknowledge the homeland of the many diverse First Nation & Métis people whose ancestors have walked this land.

We are grateful to live, learn and work on the traditional territory of Treaty 8 and we make this acknowledgement as an act of reconciliation and gratitude.

TOWN OF BEAVERLODGE

REVISED BYLAW #967-1

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

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

AND WHEREAS, pursuant to section 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 Beaverlodge;

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 Beaverlodge, in the Province of Alberta, duly assembled, enacts 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 CAO;
- (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) "MGA" means the Municipal Government Act of the province of Alberta;
- (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 Beaverlodge.

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.

4. Representing the Municipality

4.1. Members shall:

- (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- (d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

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

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

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

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 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;
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee or volunteer of the Municipality with the intent of interfering in the employee's or volunteers duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.3. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.4. 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.

10. Conflicts of Interest

- 10.1. 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.
- 10.2. 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.
- 10.3. Members shall approach decision-making with an open mind that is capable of persuasion.
- 10.4. 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.

11. Improper Use of Influence

- 11.1. 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.

- 11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for six months after leaving office.

12. Use of Municipal Assets and Services

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

13. Orientation and Other Training Attendance

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Remuneration and Expenses

- 14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol, official Council business or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$250.00.
- 15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

- 15.4. Food, lodging, transportation and other reasonable expenses provided by provincial, regional, local municipality or professional organizations or associations where the member is speaking or attending in an official capacity are allowable.

16. Election Campaigns

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

17. Informal Complaint Process

- 17.1. 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 address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
 - (b) requesting the 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.
- 17.2. 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.

18. Formal Complaint Process

- 18.1. 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) An anonymous report or complaint shall not be considered valid;
 - (c) All complaints shall be addressed to the Investigator;
 - (d) Council will appoint an independent third-party investigator;
 - (e) 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;
 - (f) 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;
 - (g) 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, shall be notified of the

Investigator's decision;

- (h) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal or other professional advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (i) 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;
- (j) 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;
- (k) The results of the investigation and Council's decision shall be publicly communicated, subject to any legal restriction under FOIP;
- (l) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Councillors expense. This does not preclude Council from considering reimbursement for costs related to investigation assistance under this policy.

19. Compliance and Enforcement

- 19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3. 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.
- 19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
 - (a) a letter of reprimand addressed to the Member;
 - (b) requesting the Member to issue a letter of apology;
 - (c) publication of a letter of reprimand or request for apology and the Member's response;
 - (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council

meetings;

- (i) Restricting the privileges of attending conferences and workshops at the Towns expense;
- (j) 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.

20. Review

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

READ a First time this 10th day of January 2022.

READ a Second time this 10th day of January 2022.

READ a Third time this 10th day of January 2022.

SIGNED AND PASSED this 10th day of January 2022.



MAYOR

CHIEF ADMINISTRATIVE OFFICER

If any portion of this bylaw is declared Invalid by a court of competent jurisdiction, then the Invalid portion must be severed and the remainder of the bylaw is deemed valid.

**TOWN OF BEAVERLODGE
BY-LAW #1001**

A BY-LAW TO PROVIDE FOR THE PROCEDURE OF COUNCIL MEETINGS AND CONDUCT OF
COUNCIL FOR THE TOWN OF BEAVERLODGE ALBERTA

WHEREAS Council for the Town of Beaverlodge deems it necessary and advisable to establish a Procedural Bylaw;

NOW THEREFORE under the authority of the *Municipal Government Act*, the Council of the Town of Beaverlodge, in the Province of Alberta, enacts as follows:

1. DEFINITIONS:

For the purpose of this bylaw, the following terms mean:

- a. "Act" or "MGA" means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto.
- b. "Council" is the Members of Council of the Town of Beaverlodge elected pursuant to the provisions of the Local Authorities Elections Act;
- c. "Council as a Whole" is a committee consisting of all Members of Council. A meeting of "Council as a Whole" may be held in Closed Session or in public session depending on the issue discussed;
- d. "Closed Session" is a Council or committee session which is held in private and may include any person or persons invited to attend by Council;
- e. "Point of Order" means the raising of a question by a member to call attention to any departure from the Procedure Bylaw;
- f. "Public Hearing" is a pre-advertised meeting of Council convened to hear matters pursuant to the Municipal Government Act, any other Act, or any other matter at the direction of Council and is separate from the Regular Meeting of Council.
- g. "Question of Privilege" means or refers to all matters affecting the rights and privileges of the Council collectively or the position and conduct of members in the representative character as elected representatives, and may include such matters as requesting to be excused due to illness or personal emergency or to immediately answer to a charge of misconduct made by another member;
- h. "Recess" is a short break in the meeting to allow Members of Council to attend to personal issues or get refreshments. A recess would not normally extend beyond 15 minutes.
- i. "Town" is the Town of Beaverlodge;

2. MEETINGS OF COUNCIL:

- a. The dates, times and place of the Regular Meetings of Council shall be established by resolution at the annual Organizational Meeting, or at a Regular Meeting of Council following the Organizational Meeting as may be appropriate.
- b. Where a Regular Meeting of Council falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.
- c. Notice of Regular Meetings need not be given. However, the dates for Regular Meetings of Council shall be posted on the Town website.
- d. Special Meetings of Council shall be held in accordance with Section 194 of the Municipal Government Act.

- i. Notice of Special Meetings shall be advertised. Minimum notice requirements shall be provided by a poster located at the Town Office. Where possible notice shall be provided in the local paper and on the Town website.
 - e. The Mayor shall preside over Regular and Special meetings of Council as the Chairperson. In the absence of the Mayor, the Deputy Mayor shall preside as Chairperson.
 - f. The Chairperson shall call the meeting to order as soon after the hour fixed for the meeting as a Quorum of Councillors is formed.
 - i. If the Mayor and Deputy Mayor are not in attendance within 15 minutes after the hour fixed for the meeting, the Chief Administrative Officer shall call the meeting to order and a Chairperson shall be appointed by the Councillors present. The appointed Chairperson shall preside over the meeting until the arrival of the Mayor or Deputy Mayor.
 - ii. If Quorum is not formed within 15 minutes after the time fixed for the meeting, the meeting may, at the discretion of the Chairperson, stand adjourned until the next regular meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned meeting.
 - iii. The Chief Administrative Officer shall record the names of the Councillors present at the expiration of the 15-minute time limit and such record shall be appended to the next Agenda.
 - iv. The only action to be taken in the absence of Quorum is to fix the time to which to adjourn (if more than 15 minutes is being allowed), adjourn, recess or to take measures to obtain a Quorum.
 - v. In the event that Quorum is lost after the meeting is called to order, the meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within 30 minutes, the meeting shall be adjourned.
 - g. Regular Meetings of Council shall adjourn no later than three (3) hours after scheduled start time unless Council passes a motion by unanimous consent to extend the meeting. Such a motion must be passed prior to completion of the three (3) hour meeting time frame.
 - i. When a Meeting has been adjourned due to time, any items from that agenda that have not been discussed shall be deemed to be postponed to the next Regular Meeting or to a Special Meeting called by the Mayor to discuss those items.
 - h. Council may meet in "Closed Session" if a matter to be discussed is within one of the exceptions to disclosure in Division 2 Part 1 of the Freedom of Information and Protection of Privacy Act.
 - i. The only resolution that can be passed in a "Closed Session" meeting of Council is a resolution to revert to a public meeting.

3. **CONDUCT OF MEETINGS:**

- a. The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, replying to Points of Procedure and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any Councillor from any ruling of the Chair.
 - i. Councillors shall not use offensive or un-parliamentary language in the meeting or against Council, any Councillor or any other person; disobey

- the rules of the meeting or decisions of the Chair; leave their seat or make noise or disturbances during debate and discussion or while a vote is being taken and the result is being declared; interrupt a Councillor during discussion except on a Point of Order.
- ii. The Councillor may resume his/her seat at the Council Table following an apology and/or withdrawal of objectionable statements.
 - iii. When the Chair has asked a Councillor to leave the meeting and the Councillor refuses, the Chair may declare the meeting adjourned.
- b. The Chairperson shall make reasonable efforts, including the calling of a recess, to ensure that all Councillors at a meeting are present while a vote is being taken, unless a Councillor is excused from voting in accordance with the Act or this Bylaw.
 - c. Members of Council and delegate to Council shall address the Chair and shall not speak until recognized by the Chair.
 - d. The Chair shall ensure that each Councillor is allowed equal opportunity to speak on each subject.
 - i. The Chair may limit discussion on any subject if, in the opinion of the Chair, all Councillors have had sufficient opportunity to speak to the subject.
 - e. If the Chair wishes to leave the chair for any reason, he or she must call on the Deputy Mayor to preside.
 - f. If a question relating to the procedures of Council is not answered by this Bylaw, the answer to the question is to be determined in accordance with "Robert's Rules of Order Newly Revised".
4. **MOTIONS OF COUNCIL:**
- a. Resolutions of Council do not require a seconder.
 - b. When a motion is before the meeting and the mover wishes to withdraw or modify it, or substitute a different one in its place, and if no one objects, the Chairperson shall grant permission. However, if any objection is made it is necessary to obtain leave by Motion to Withdraw and this motion cannot be debated or amended. Once the motion is withdrawn, the effect is the same as if it had never been made.
 - c. A Councillor may require the motion under discussion to be read at any time during the debate, except when another Councillor is speaking.
 - d. The mover of a motion must be present when the vote on the motion is taken. Council members participating via teleconference are deemed to be present at the meeting.
 - e. The following resolutions are not debatable by Council:
 - i. Recess;
 - ii. Question of Privilege;
 - iii. Point of Order;
 - iv. Limit Debate on the Matter before Council;
 - v. Division of a Question;
 - vi. Table a Matter;
 - f. When a matter is under debate, no motion shall be received other than a motion to:
 - i. Fix the time for adjournment;

- ii. Amend;
 - 1. Only one Motion to Amend at a time shall be presented to the main motion. All amendments must relate to the matter being discussed in the main motion and shall not substantially alter the motion as to change the basic intent or meaning of the main motion. The Chairperson shall rule on disputes arising from amendments.
 - 2. The amendment shall be voted on and, if the amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.
 - 3. Nothing in this Section shall prevent other proposed amendments from being read for the information of the Members of Council.
- iii. Call the Question (that the vote must now be taken);
- iv. Postpone to a certain time or date;
 - 1. A motion to Postpone to a Certain Time or Date is debatable. Debate on the motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question. A motion to Postpone to a Certain Time or Date is generally used if Council would prefer to consider the main motion later in the same meeting or at another meeting.
- v. Refer;
 - 1. A motion to Refer shall require directions as to the Person or Group to which it is being referred and is debatable. A Motion to Refer is generally used to send a pending question to a committee, department or selected person so that the question may be carefully investigated and put into better condition for Council to consider.
- vi. Table;
 - 1. A motion to Table may be made when a Councillor wishes Council to decline to take a position on the main question. The motion, when passed, may be resurrected by a Motion to Raise from the Table.
- vii. Withdraw.
- g. A Motion to Lay on the Table enables Council to lay the pending Question aside temporarily when something else of immediate urgency has arisen. The motion is not debatable or amendable and, when passed, the Question may only be resurrected by a Motion to Take from the Table. If the Question is not taken from the Table prior to the close of the next regular Council meeting, the Question dies.
- h. A Motion to Postpone enables Council set the pending Question aside, with or without referring it to a committee or staff member for additional information. A Motion to Postpone may set the Question aside to be considered at a specific time and place or indefinitely.
- i. A Motion to Reconsider may be made after a motion has been voted upon, and before moving to the next item on the Agenda or at any time before the Chair declares the meeting adjourned.

- i. Any Councillor who voted with the prevailing side may make a Motion to reconsider and shall state the reason for making a Motion to Reconsider.
- ii. Debate on a Motion to Reconsider must be confined to reasons for or against reconsideration.
- iii. If a Motion to Reconsider is carried the Question on which the vote is to be reconsidered becomes the next order of business in the exact position it occupied the moment before it was voted on originally.
- iv. Reconsideration of the Question shall be open to debate, voted upon, and shall require the votes of a majority of Councillors present to carry it, unless otherwise required by this Bylaw.

5. **AGENDA:**

- a. The Chief Administrative Officer (CAO) shall prepare a statement of the order of business to be known as the "Agenda". The Agenda shall include all business to be brought before the Council at the meeting.
- b. All documents' notices of delegation intended to be submitted to the Council shall be received by the CAO no later than 1 p.m. the Monday prior to the regular meeting.
 - i. Where the Monday prior to the meeting falls on a Statutory Holiday, the documents shall be received on the next business day.
- c. The CAO shall prepare a paper copy of the Agenda with all supporting documents attached for each member of Council no later than 4:30 p.m. the Thursday prior to the regular meeting. The CAO shall also submit to each member of Council the Agenda package in an electronic format no later than 4:30 p.m. the Thursday prior to the regular meeting.
- d. Press packages shall be available prior to the meeting start time. The press package shall include all information being presented to Council with the exception of any item marked "draft", "Working Copy Only", or "Confidential".
- e. Where the deadlines of Items 6b and 6c are not met, the Agenda and supporting documents shall be deemed to be acceptable by Council when the Agenda is adopted at the regular meeting.
- f. The business of Council intended to be dealt with at a regular meeting shall be stated in the agenda in the following order:
 - i. Call to Order
 - ii. Adoption of Agenda
 - iii. Adoption of Minutes
 - iv. Public Hearings
 - v. Delegations
 - vi. Old Business
 - vii. New Business
 - viii. Correspondence
 - ix. Committee and Staff Reports
 - x. Closed Session
 - xi. Adjournment

- g. The business of Council intended to be dealt with at a special meeting shall be stated in the agenda in the following order:
 - i. Call to order
 - ii. Adoption of Agenda
 - iii. Public Hearings
 - iv. Delegations
 - v. Old Business
 - vi. New Business
 - vii. Correspondence
 - viii. Closed Session
 - ix. Adjournment
- h. The order of business established in Sections 6f and 6g shall apply unless altered by the Chairperson without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
- i. The form and substance of the Agenda may be determined by a separate policy approved by a resolution of Council and reviewed and revised from time to time. The policy shall be supplemental to this Bylaw. If policy or procedure statements are in contradiction to this Bylaw, the Bylaw shall take precedence. Changes to the policy may be made by resolution of Council and do not require amendments to the Bylaw.
- j. A Councillor may make a motion introducing any new matter only if:
 - i. Notice is given at a previous regular council meeting; or
 - ii. A legible copy of the content of the notice is made available to the CAO in accordance with Section 5(b) of this Bylaw; or
 - iii. Council passes a Special Resolution dispensing with notice.
- k. A notice of motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

6. VOTING:

- a. All Members of Council present, including the Mayor, shall vote on every matter, unless:
 - i. The Councillor is required to abstain from voting under this or any other bylaw or enactment; or
 - ii. The Councillor is permitted to abstain from voting under this or any other bylaw or enactment.
- b. Councillors who have a reasonable belief that they have a pecuniary interest, as defined in the MGA) in any matter before Council, any committee of Council, or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present, declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion or voting on any question relating to the matter and shall remove

themselves from Council chambers until the matter concluded. The minutes shall indicate the declaration of disclosure, the time at which the Councillor left the room and the time the Councillor returned.

- c. A Councillor present at a meeting shall make a request for a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Councillor excused from voting pursuant to this section.
 - d. Votes shall be made by raising of hands as the Chairperson calls for those in favour or against.
 - e. Every vote taken at a Meeting shall be recorded in the following manner:
 - i. By noting the number of votes in favour or against, including any absences or abstentions, or
 - ii. By noting that the motion was passed unanimously where all Councillors are present and there are no absences or abstentions.
 - f. Councillors participating via teleconferencing shall be considered to be in their designated Council seat and when the motion is put forth shall be recognized as for the motion by stating clearly "in favour" or "against" the motion.
 - g. At any time before Council takes a vote, a Member of Council may request that the vote be recorded. When a request for a Recorded Vote is made, the Recording Secretary shall record in the minutes the names of each Member of Council present and whether they voted for or against the matter.
 - h. When there are an equal number of votes for and against a resolution or Bylaw, the resolution or Bylaw is defeated.
7. This Bylaw hereby repeals Bylaw 914 and 914-1.

Read a first time this 10 day of May, 2021.

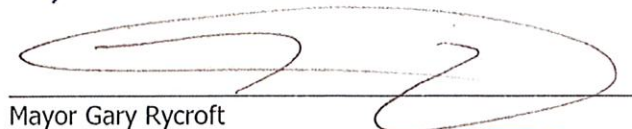


Mayor Gary Rycroft



Jeff Johnston, Chief Administrator Officer

Read a second time this 10 day of May, 2021.




Mayor Gary Rycroft



Jeff Johnston, Chief Administrator Officer

Read a third time and passed this 10 day of May, 2021.



Mayor Gary Rycroft



Jeff Johnston, Chief Administrator Officer

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.



Policy Title: Signing Authority Policy	Policy #: C-9
Authority Approval: Mayor & Council	Resolution #: 344-2021-12-13
Department: Administration	Effective Date: December 13, 2021
Distribution:	
<input type="checkbox"/> Master	<input type="checkbox"/> Fire Department
<input type="checkbox"/> Administration	<input type="checkbox"/> Library
<input type="checkbox"/> Council	<input type="checkbox"/> Public Works
<input type="checkbox"/> FCSS	<input type="checkbox"/> Recreation & Parks

1.0 Policy Purpose

- 1.1 The purpose of this policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations and yet maintain effective internal controls and approval processes.
- 1.2 Section 209 of the Municipal Government Act (MGA) provides some flexibility for the Chief Administrative Officer (CAO) to delegate his/her authority to sign cheques, agreements, other negotiable instruments, and other municipal documents as outlined in this policy, to a Town of Beaverlodge employee. A delegate may not sub-delegate their duties.
- 1.3 Unless otherwise noted in this policy, signing authorities may be further delegated to Town of Beaverlodge employees at the discretion of the authority holder, either on a perpetual basis or when acting positions are held. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.
- 1.4 Section 213 of the MGA stipulates the manner in which municipal documents must be signed or authorized. In general, municipal documents must be signed by the Chief Elected Official (Mayor) and/or the CAO.

2.0 Definitions

- 2.1 **“Chief Administrative Officer (CAO)”** means the Chief Administrative Officer of the Town of Beaverlodge appointed by Council, or any person designated by the CAO for the purposes of administering this policy.
- 2.2 **“Council”** means the duly elected officers of the Town of Beaverlodge and the Mayor.
- 2.3 **“Mayor”** means the Chief Elected Official of the Town of Beaverlodge as voted for by the electors or anyone acting in the capacity of Mayor.
- 2.4 **“Town of Beaverlodge”** means the municipality of the Town of Beaverlodge in the Province of Alberta.

3.0 Policy Statements

3.1 Corporate Seal

The presence of the Town of Beaverlodge corporate seal on any document verifies the signatories are authorized to sign on behalf of the corporation. The corporate seal must be applied by the CAO, Deputy CAO, or the Legislative Services Coordinator to any document signed on behalf of the corporation unless otherwise noted in this policy. This authority may be further delegated for specific tasks (i.e., tax certificates, Business Licenses, Land Titles documentation). The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.2 Bylaws

Section 213(3) of the MGA requires bylaws be signed by The Chief Elected Official and a designated Officer. The mayor's signing authority may be delegated to anyone acting in this capacity. The CAO's signing authority may be delegated at the discretion of the CAO. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.3 Policies

Signing authority for Council and administrative policies is delegated as follows, in order to ensure an authentic, authorized copy of all policies is preserved.

3.3.1 Council Policies shall be signed by the Chief Elected Official and the CAO. The mayor's signing authority may be delegated to anyone acting in this capacity. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.3.2 Administrative Policies shall be signed by the CAO. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.4 Minutes

Sections 213(1) and (2) of the MGA require that minutes of Council meetings and of Council Committee meetings be signed by the person presiding at the meeting and a designated officer. The first signature may not be delegated unless it is impossible for the chair of the meeting to sign the document, in which case it may be delegated only to a Councillor or committee member present at the meeting.

The second signature shall be delegated to the CAO. The CAO's signing authority may be delegated at the discretion of the CAO. A delegate may not sub-delegate their duties. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

During a General Election the last formal minutes of an outgoing Council shall be presented during the first meeting of the newly elected Council. The Chair or delegate are authorized to sign off the minutes.

3.5 Negotiable Instruments

Section 213(4) of the MGA requires that agreements, cheques and other negotiable instruments be signed by the mayor, or by another person authorized by Council to sign them, together with a Designated Officer, or by a Designated Officer acting alone if so authorized by Council.

3.5.1 Cheques

The Chief Administrative Officer Bylaw authorizes the CAO to sign cheques made or executed on behalf of the Town of Beaverlodge. As per Section 213(4) of the MGA, Council further authorizes the Mayor, the Deputy CAO and 2 other members of Council as signing authority. Town of Beaverlodge cheques must be signed by one administrative delegate and one member of Council delegate. In the case of an emergency the CAO and Deputy CAO may sign together as needed for all budget approved operational and capital expenditures. The CAO's signing authority may only be delegated to another authorized signatory. The Legislative Services Coordinator shall maintain a permanent record of any such delegations.

3.5.2 Contracts and Agreements

The Chief Administrative Officer Bylaw authorizes the CAO to sign and execute all agreements or contracts made or executed on behalf of the Town of Beaverlodge. Municipal agreements may include those which go beyond the fiscal year, are either operating or capital, are within the limits of Council approved annual budget and have prior Council approval to proceed. The delegation of this authority is illustrated in the following table, with each position listed having the authority to sign all contracts and agreements appearing across from or below the position title. The Legislative Services Coordinator will maintain a permanent record of all such delegations. Signatures are denoted in highest ranking order; however, best practice outlines the position of lowest rank must sign off on the document first.

The following delegation of authority does not preclude the mayor from providing a second signature on any contract or agreement providing the Mayor has not signed for the 1st signature:

	1st Signature Required	2nd Signature Required	Corporate Seal Required
Federal-Provincial Agreements	Mayor	CAO	Yes
All contracts and agreements within approved operating or capital budget	CAO, Deputy CAO or Mayor (as requested)	Department Managers (as authorized) or CAO (unless 1st signature)	Yes
All contracts, agreements and negotiable instruments related to sales, purchases, donations, transfers, mortgage or other encumbrances of real property.	Mayor	CAO	Yes
Grant Funding Applications	CAO or Deputy CAO	Department Managers (as authorized)	Yes
Grant Funding Agreements			
Leases			
Memorandum of Agreement/			
Memorandum of Understanding			
Partnership Agreements			
Purchase/Provision of Products or Services			

The Following specialized contracts and agreements must be signed by the position indicated, or delegated to a Town of Beaverlodge employee at the discretion of the authority holder with no further sub-delegation permitted:

	1st Signature Required	2nd Signature Required	Corporate Seal Required	Location of Original
Development Agreements	Mayor	CAO or Deputy CAO	Yes	Central Records
Any documents for registration with Land Titles, unless otherwise noted	CAO or Deputy CAO	No	Yes	Land Titles
Rights of Way/Access Agreements	CAO or Deputy CAO	No	Yes	Land Titles/Land Owner/Property File
Encroachment Agreement	CAO or Deputy CAO	No	Yes	Land Titles/Land Owner/Property File
Grants of Easement	CAO or Deputy CAO	No	Yes	Property File
Discharges of Tax Recovery Notification	CAO or Deputy CAO	No	Yes	Property File
Subdivision and Condominium Plans	CAO or Deputy CAO	No	No	Land Titles
Construction/Service Contracts and Agreements	CAO, Deputy CAO or Department Manager	No	Yes	Central Records
Registration of Deferred Reserve Caveats	CAO or Deputy CAO	No	Yes	Land Titles
Discharge of Deferred Reserve Caveats	CAO or Deputy CAO	No	Yes	Land Titles
Environmental Reserve Easements	CAO or Deputy CAO	No	Yes	Land Titles
Statutory Declarations Pertaining to Ownership of Land	CAO or Deputy CAO	No	No	Property File
Tax Certificates	CAO, Deputy CAO or delegate	No	No	Property Owner/Property File
Compliance Reports	CAO, Deputy CAO or delegate	No	No	Property Owner/Property File

3.6 Commissioners of Oaths

Council

Under the Commissioners for Oath Act, members of a municipal council in Alberta are by virtue of the membership a commissioner empowered to administer oaths and take and receive affidavits, declarations and affirmations in or outside Alberta, for use in Alberta.

Municipal Employees

The Town of Beaverlodge shall ensure appropriate municipal employees are appointed as Commissioners for Oaths for Alberta, and as such are authorized to administer oaths and take and receive affidavits, declarations, and affirmations within the Province of Alberta for Town of Beaverlodge related business only.

4.0 Review

For the purposes of ensuring that this Policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2022. The policy shall be brought forth and passed in its present or amended form or rescinded. This policy shall remain in effect if the review date passes prior to Council review.

SECTION B



1.0 Reference to other Policy and Legislation

Municipal Government Act
Commissioners for Oath Act
Chief Administrative Officer Bylaw

2.0 Persons Affected

Mayor and Council
Chief Administrative Officer, Deputy Chief Administrative Officer and/or delegate
Department Managers and/or delegate

3.0 Review/Revision History

Reviewed/Amended	Date: December 13, 2021
	
Mayor Gary Rycroft	CAO Jeff Johnston



2022-2026



**STRATEGIC
PLAN**



COUNCIL'S MESSAGE

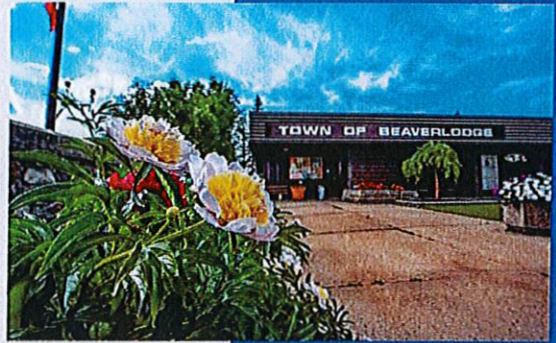
This strategic plan provides a road map for this Council term (2021 to 2025) bridging the 2025 Election and providing the next Council (2025 to 2029) a foundation to build on. This plan is intended to be forward thinking as we continue to transition from a reactive to a more proactive model of service delivery. We are committed to increasing value to residents and business by understanding the needs and wants of the community and adapting the way we do business.

Council acknowledges that the demographic of the Town is changing. This presents both challenges and opportunities that need to be actioned. We wish to honor our history and those that built this Town while embracing the increase in young people and their families. Both groups have specific needs that our municipality needs to address to ensure the sustainability of the Town of Beaverlodge and enable its future success.



VISION:

THE TOWN OF BEAVERLODGE:
A PLACE TO BUILD DREAMS



CORE VALUES:

INTEGRITY

We approach governance with Transparency, honesty, and in consideration of resident values

RESPONSIBILITY

We provide high quality, efficient and effective services utilizing best practices and a commitment to continuous improvement.

COOPERATION

We seek to collaborate with our neighbours including the Province, regional municipalities, industry, community groups and residents.

COMMUNITY

We foster a sense of community by focussing on safety for all, continued beautification of the Town, and being welcoming to both new residents and visitors.

PRIORITY FOCUS AREAS

IMPROVED COMMUNICATION

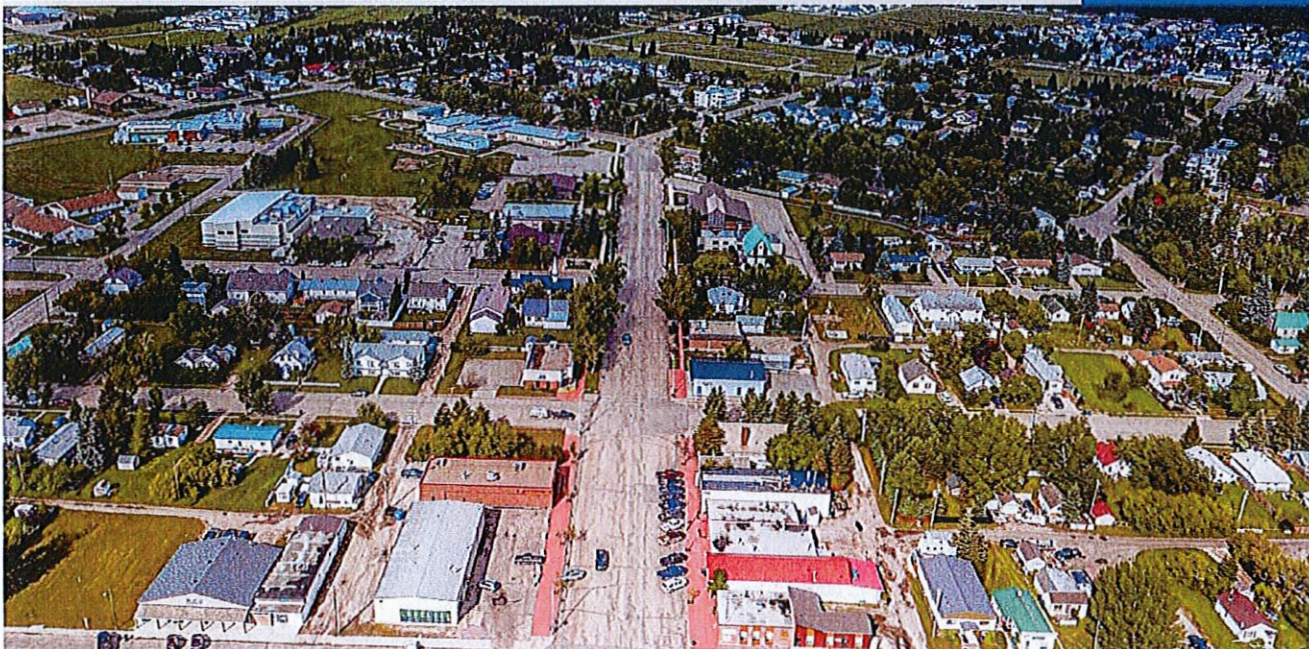
SUSTAINABLE INFRASTRUCTURE

SERVICE EXCELLENCE

VIBRANT ECONOMY

GOOD GOVERNANCE

COMMUNITY IMAGE





Priority Focus Area 1

IMPROVED COMMUNICATION

We will continue to broaden the way we communicate to and get communication from residents and businesses ensuring increased public engagement and two-way conversations on information that matters.

Priority Focus Area 2

SUSTAINABLE INFRASTRUCTURE

We will take a proactive approach to asset management using best practices to plan the maintenance and renewal of critical infrastructure; maximizing the value per dollar spent and mitigating service disruptions to residents.



Priority Focus Area 3

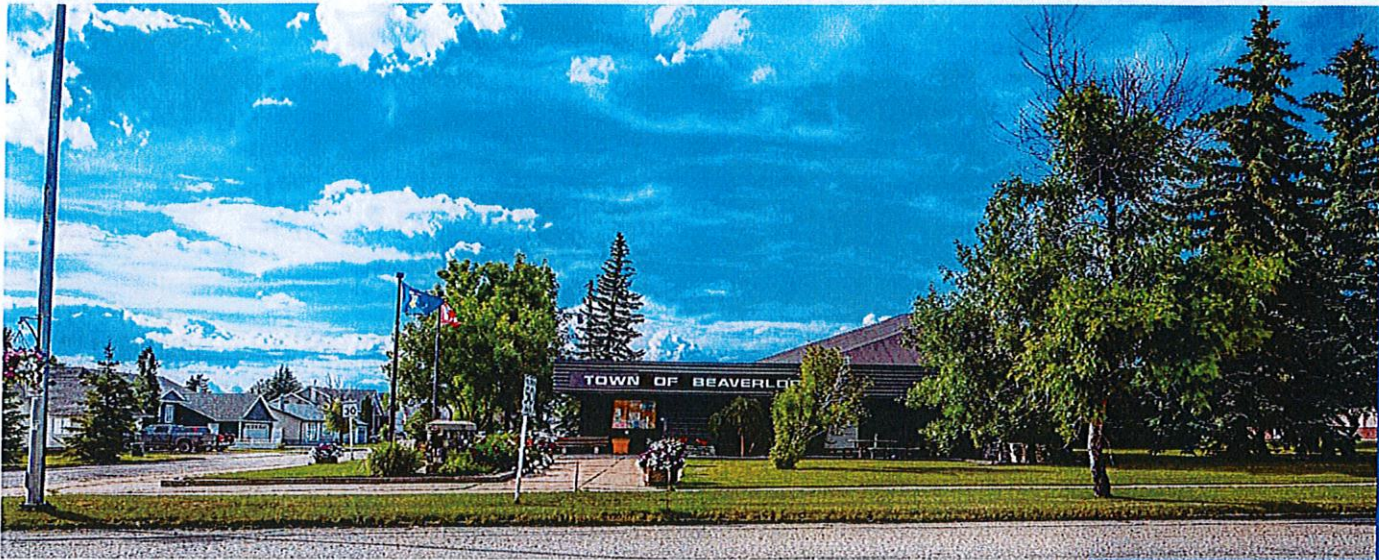
SERVICE EXCELLENCE

We will continue to evaluate the way we do business and the level of services provided with the focus of meeting the changing needs of residents and businesses now and into the future.

Priority Focus Area 4

VIBRANT ECONOMY

We will pursue opportunities to increase Town and regional tourism while supporting and promoting local businesses and community partnerships.



Priority Focus Area 5

GOOD GOVERNANCE

We will govern in alignment with our Core Values and the best practices for municipalities with emphasis on increased transparency and accountability for our decisions and actions.

Priority Focus Area 6

COMMUNITY IMAGE

We will promote our municipality embracing its history and maintaining the small-town feel while leveraging the many services and amenities that makes us distinct in the region.



Council Term Priorities for 2021-2025

Hospital

Infrastructure Renewal

Firehall

Master Plans

Community Engagement

Annexation

Economic Development Plan

Walking Trails


Enhanced Communication

Splash Park

New Arena Plan



Town
of *Beaver Lodge*
A Place to Build Dreams

PO BOX 30 | 400 10th STREET
BEAVER LODGE, ALBERTA | T0H0C0
 BEAVERLODGE.CA

COFFEE WITH COUNCIL



Council will be at the Farmer's Market to buy you a coffee and discuss ideas or concerns you may have.

TUESDAY, FEBRUARY 28

5:00PM - 7:30PM

@ THE BEAVERLODGE FARMER'S
MARKET

1400 - 5 AVENUE

COME CELEBRATE
FAMILY
DAY

with a
**FAMILY STREET HOCKEY
EVENT**



When: Monday, February 20, 2023
1 pm - 4 pm

Where: Main Street - (10th Street)
(in front of the Town Office and the
Public Library) *If weather is colder
than -20, we will be in the Community
Center for floor hockey.*

What To Bring: Dress for the weather,
grab your stick (we have a few extras
if you need) and come have some
family fun and community connection
in the fresh air.

Hot Chocolate
provided by
the Alliance
Church

