

**AGENDA FOR THE REGULAR MEETING OF
THE COUNCIL OF THE TOWN OF ONOWAY
HELD ON THURSDAY, SEPTEMBER 2nd, 2021 IN THE COUNCIL CHAMBERS OF
THE ONOWAY CIVIC CENTRE AT 9:30 A.M. OR VIA ZOOM**

1. CALL TO ORDER

2. ADOPTION OF AGENDA

- as is, or with additions or deletions

3. ADOPTION OF MINUTES

a) August 19th, 2021 Regular Council Meeting (as is, or with amendments)

4. APPOINTMENTS/PUBLIC HEARINGS n/a

5. FINANCIAL REPORTS n/a

6. POLICIES & BYLAWS n/a

7. ACTION ITEMS

a) Code of Conduct Bylaw – this items was originally brought forward by Deputy Mayor Tonita after the Municipal Leaders Caucus sessions at the end of July. At Council's August 5th, 2021 meeting this item was deferred to the first meeting of September. Attached is the template bylaw shared at the Leaders Caucus, along with our existing Code of Conduct Bylaw. Review and discussion to take place at meeting time *(direction as given by Council at meeting time)*

b) Community Hall Draft Lease Agreement – at the last meeting Council made available Tuesday August 31st, 2021 for a joint meeting with the Onoway Facility Enhancement Association to discuss the noted agreement. This date did not work for the OFEA members, so I am requesting consideration of other possible dates/times and we can forward to the group. Administration is also requesting follow-up discussion on the draft lease agreement and emails that have been circulated regarding same. *(direction as given by Council at meeting time)*

p 30
c) ATCO Gas 2022 Franchise Fee – each year Council sets the franchise fee for the upcoming year, and currently your fee is set at 9.5% (in September 2020 Council resolved to increase this fee from 7.5% to 9.5%). The 2022 forecast delivery tariff revenue is estimated at \$378,173 and if Council leaves the franchise fee at 9.5% it is estimated this would generate franchise fee revenue in the amount of \$35,926 I have requested information from ATCO on what other municipalities have their franchise fees set at, hopefully this will be available by meeting time. Council has until November 1st to set the fee. *(that Council set the ATCO Gas Franchise Fee at ____% for the 2022 year, or defer for further information, or some other direction as given by Council at meeting time).*

p 31-32
d) Canadian Cowboy Challenge – Deputy Mayor Tonita had forwarded the attached information and asked that this be on this agenda to discuss prizes, event is scheduled for Saturday September 11th, 2021 *(direction as given by Council at meeting time)*

e) 100th Anniversary Committee – the Town’s 100th anniversary will take place in 2023 and as directed by Council an ad was placed inviting interested individuals to put their name forward to sit on this committee. The ad is attached, with a deadline to submit their interest of August 20th. We have received expressions of interest from two individuals Brian Roberts and Wade Neilson. Further discussion on the committee and committee members to be discussed at meeting time. *(establish 100th Anniversary Celebration Committee consisting of ____ Council and ____ members at large including _____(name each member), or some other direction as given by Council at meeting time)*

f)

g)

h)

8. COUNCIL, COMMITTEE & STAFF REPORTS

- a) Mayor's Report
- b) Deputy Mayor's Report
- c) Councillor's Reports (x 3)

- p33
p34
- d) CAO Report
 - Onoway Regional Medical Clinic release
 - Onoway Regional Fire Services ad
 - Public Works Municipal Coordination mtg update
 - e) Public Works Report
 - drainage project update

9. INFORMATION ITEMS

- p35-38
- a) Highway 43 East Waste Commission and provincial Household Hazardous Waste program – further to Councillor St. Hilaire's previous verbal report on this, attached is the June 23rd letter from the Minister of Environment and Parks Jason Nixon to the Commission along with the Commission's subsequent August 4th letter to the Recycling Council of Alberta.
 - p 39 b) Highway 43 East Waste Commission – August 30th, 2021 letter on landfill site holiday hours for the 2021 Christmas season.
 - c)

10. CLOSED SESSION n/a

11. ADJOURNMENT

12. UPCOMING EVENTS:

- September 16, 2021 – Regular Council Meeting 9:30 a.m.
- September 20, 2021 – Nomination Day Closes 12:00 p.m. deadline
- October 7th, 2021 – Regular Council Meeting 9:30 a.m.
- October 18, 2021 – Election Day 10:00 a.m. to 8:00 p.m.
- October 21st, 2021 – Regular Council Meeting 9:30 a.m.
- November 4th, 2021 – Regular Council Meeting 9:30 a.m.
- November 18th, 2021 – Regular Council Meeting 9:30 a.m.
- November 17th to 19th, 2021 – AUMA Convention

TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
THURSDAY, AUGUST 19TH, 2021
COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

	<p style="text-align: center;">PRESENT</p> <p>Mayor: Judy Tracy Deputy Mayor: Lynne Tonita Councillor Pat St. Hilaire Councillor Lisa Johnson</p> <p>Administration: Wendy Wildman, Chief Administrative Officer/ Recording Secretary Jason Madge, Assistant Chief Administrative Officer/Public Works Manager</p> <p style="text-align: center;">ABSENT</p> <p>Councillor Jeff Mickle Recording Secretary Debbie Giroux</p> <p>0 member of the public was in attendance in person.</p>	
1.	CALL TO ORDER	Mayor Judy Tracy called the meeting to order at 9:30 a.m.
2.	AGENDA Motion #317/21	MOVED by Deputy Mayor Lynne Tonita that Council adopt the agenda of the regular Council meeting of Thursday, August 19 th , 2021 as presented. CARRIED
3.	MINUTES Motion #318/21	MOVED by Councillor Pat St. Hilaire that the minutes of the Thursday, August 5 th , 2021 regular Council meeting be adopted as presented. CARRIED
4.	APPOINTMENTS/PUBLIC HEARINGS	Deferred to later in the meeting.
5.	FINANCIAL REPORTS Motion #319/21	MOVED by Deputy Mayor Lynne Tonita that the year-to-date revenue and expense report as of July 29 th , 2021 be accepted for information. CARRIED



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6.	POLICIES & BYLAWS Motion #320/21	<p>MOVED by Councillor Lisa Johnson that consideration of 1st reading of Bylaw 790-21, a bylaw for the purpose of redistricting a portion of lands legally known as Plan 4114 TR, Block A, from Residential – Single Family Narrow Lot District (RIN) to Urban Services District (US), be deferred.</p> <p style="text-align: right;">CARRIED</p>
7.	ACTION ITEMS Motion #321/21	<p>MOVED by Councillor Pat St. Hilaire that the Alberta First Responders Radio Communication System (AFRRCS) Radio Agreement between Lac Ste. Anne County and the Town of Onoway for the purpose of gaining access to public safety communication be approved and execution authorized.</p> <p style="text-align: right;">CARRIED</p>
	Motion #322/21	<p>MOVED by Deputy Mayor Lynne Tonita that the Town of Onoway participate in the September 8th, 2021 Make the Connection Night by hosting a booth, event being held at the Onoway Heritage Centre.</p> <p style="text-align: right;">CARRIED</p>
	Motion #323/21	<p>MOVED by Deputy Mayor Lynne Tonita that further to motion #304/21, the Town of Onoway not proceed with a full fence enclosure at Shaul Park.</p> <p style="text-align: right;">CARRIED</p>
	Motion #324/21	<p>MOVED by Deputy Mayor Lynne Tonita that the road closure request from MAD Fitness, to close off the easterly portion of 50th Avenue on Saturday August 28th from 8:00 a.m. to 2:00 p.m. for their MAD Dash event be approved (Town to supply barricades).</p> <p style="text-align: right;">CARRIED</p>
	Motion #325/21	<p>MOVED by Councillor Lisa Johnson that the road closure request from the Onoway Legion, to close off the south bound lane of Veterans Way directly in front of the Legion building on Saturday August 21st, 2021 from 8:00 a.m. to 4:00 p.m. for their fundraising event, be approved (Town to supply barricades).</p> <p style="text-align: right;">CARRIED</p>

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TOWN OF ONOWAY
REGULAR COUNCIL MEETING MINUTES
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COUNCIL CHAMBERS OF THE ONOWAY CIVIC OFFICE AND ZOOM
COMMENCING AT 9:30 A.M.

4.	APPOINTMENTS/PUBLIC HEARINGS	<p>Brian Roberts arrived for the meeting at 10:40 a.m.</p> <p style="text-align: right;">Motion #326/21</p> <p>MOVED by Councillor Lisa Johnson that pursuant to Section 197(2) of the Municipal Government Act and Section 16 of the Freedom of Information and Protection of Privacy Act (FOIP) (Legal, Land), Council move into a Closed Session at 10:45 a.m.</p> <p style="text-align: right;">CARRIED</p> <p>The meeting recessed from 10:45 a.m. to 10:50 a.m.</p> <p style="text-align: right;">Motion #327/21</p> <p>MOVED by Councillor Pat St. Hilaire that Council move out of Closed Session at 11:22 a.m.</p> <p style="text-align: right;">CARRIED</p> <p>Mr. Roberts left the meeting at 11:22 a.m.</p> <p>The meeting recessed from 11:22 a.m. to 11:27 a.m.</p>												
7.	ACTION ITEMS cont	<p>Deputy Mayor Lynne Tonita left the meeting at 12:25 p.m.</p> <p style="text-align: right;">Motion #328/21</p> <p>MOVED by Councillor Pat St. Hilaire that the Town of Onoway propose a joint meeting with members of the Onoway Facility Enhancement Association for Tuesday, August 31st, 2021 commencing at 9:30 a.m. at the community hall.</p> <p style="text-align: right;">CARRIED</p> <p style="text-align: right;">Motion #329/21</p> <p>MOVED by Councillor Lisa Johnson that Council approve redirecting the previously approved grant funds for the back lane/alley rehabilitation project to the various road rehabilitation projects as noted below, in the amount of \$150,060.00:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 40px;">i) 49 Ave (Shaul) & 53 Street</td> <td style="text-align: right;">\$63,635.00</td> </tr> <tr> <td style="padding-left: 40px;">ii) Lovell Close</td> <td style="text-align: right;">\$54,790.00</td> </tr> <tr> <td style="padding-left: 40px;">iii) LSA Trail North (near Academy)</td> <td style="text-align: right;">\$14,655.00</td> </tr> <tr> <td style="padding-left: 40px;">iv) Industrial Avenue (south of LSAT)</td> <td style="text-align: right;">\$13,075.00</td> </tr> <tr> <td style="padding-left: 40px;">v) 47th Avenue (previous line repair)</td> <td style="text-align: right;"><u>\$ 3,905.00</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$150,060.00</td> </tr> </table> <p style="text-align: right;">CARRIED</p>	i) 49 Ave (Shaul) & 53 Street	\$63,635.00	ii) Lovell Close	\$54,790.00	iii) LSA Trail North (near Academy)	\$14,655.00	iv) Industrial Avenue (south of LSAT)	\$13,075.00	v) 47 th Avenue (previous line repair)	<u>\$ 3,905.00</u>		\$150,060.00
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	<p>Motion #330/21</p> <p>Motion #331/21</p> <p>Motion #332/21</p> <p>Motion #333/21</p>	<p>MOVED by Councillor Lisa Johnson that the invite from Senate Candidate Pam Davidson to meet with Council while touring the Province be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that Council be authorized to attend Alberta Beach's 100th Anniversary Celebrations on September 4th and 5th, 2021.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Lisa Johnson that all of Council, along with 2 administration, be authorized to attend the Alberta Urban Municipalities Association 2021 Fall Convention scheduled for November 17th to 19th, 2021 in Edmonton.</p> <p style="text-align: right;">CARRIED</p> <p>MOVED by Councillor Pat St. Hilaire that the Town of Onoway hold an advance vote with respect to the 2021 Municipal Elections on Wednesday, October 13th, 2021 from 3:00 p.m. to 8:00 p.m. at the Onoway Heritage Centre.</p> <p style="text-align: right;">CARRIED</p>
8.	<p>COUNCIL, COMMITTEE & STAFF REPORTS</p> <p>Motion #334/21</p>	<p>MOVED by Councillor Pat St. Hilaire that the verbal Council and Committee Reports, along with the verbal and written Staff Reports, be accepted for information.</p> <p style="text-align: right;">CARRIED</p> <p>Mr. Madge left the meeting at 1:00 p.m.</p>
9.	<p>INFORMATION ITEMS</p> <p>Motion #335/21</p>	<p>MOVED by Councillor Pat St. Hilaire that the following items be accepted for information:</p> <ul style="list-style-type: none"> a) AUMA Director Janet Jabush's August 7th, 2021 email update on activities of AUMA, along with her August 12th, 2021 email update on August activities b) Development Permits: <ul style="list-style-type: none"> i) 21DP08-24 – for construction of an addition to an existing industrial building at 4128 Industrial Avenue

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		<ul style="list-style-type: none"> ii) 21DP09-24 – for renovation of an existing commercial building and operation of a day care facility at 5113 Lac Ste. Anne Trail iii) 21DP10-24 – for renovation of an existing residential building an operation of a day care facility at 5459 Lac Ste. Anne Trail North iv) 21DP11-24 – for operation of a home occupation massage therapy clinic at 4405-48 Avenue c) Alberta Health Services – July 26th, 2021 email and memo on AHS plans to transition linen services d) Alberta Municipal Affairs – August 5th, 2021 letter on Canada’s Senate Elections and the Town completing same. The Town has been asked to complete some of the Summer Village Senate Elections on behalf of those Summer Villages. <p style="text-align: right;">CARRIED</p>		
10.	CLOSED SESSION	n/a		
11.	ADJOURNMENT	As all matters on the agenda have been addressed, Mayor Judy Tracy declared the regular council meeting adjourned at 1:05 p.m.		
12.	UPCOMING EVENTS	September 2, 2021	Regular Council Meeting	9:30 a.m.
		September 16, 2021	Regular Council Meeting	9:30 a.m.
		September 20, 2021	Nomination Day Closes	12:00 p.m.
		October 18, 2021	Election Day	

Signed by Mayor Judy Tracy

Signed by Wendy Wildman
Recording Secretary

(5)

15th Sept

Councillor Code of Conduct: Bylaw Template

The following is a sample bylaw for a Councillor Code of Conduct. It is intended to be a template for municipalities in Alberta to assist in the drafting of a bylaw that establishes a code of conduct. It should be carefully reviewed and tailored to the specific needs of each municipality. Each municipality should use their respective bylaw review processes to ensure consistency and accuracy.

[INSERT NAME OF MUNICIPALITY]

[INSERT BYLAW NUMBER]

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;

[Optional provision if the Code is also to apply to non-elected members of Council Committees: 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]; [NOTE: if this bylaw is to apply to non-elected members of council committees the definition of "Member" in Section 2 below will need to be updated accordingly.]

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 **[insert name of municipality]**;

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 **[insert name of municipality]**, 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 [insert applicable title: e.g. CAO];
- (c) [Insert applicable title, e.g. "CAO", "City Manager", "County Manager", "Town Manager", etc] 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 [insert as applicable: Mayor or Reeve];

-OR-

- (f) "Member" means a member of Council and includes a councillor or the [insert as applicable: Mayor or Reeve] and includes members of council committees or other bodies established by Council who are not councillors or the [insert as applicable: Mayor or Reeve];
- (g) "Municipality" means the municipal corporation of the [Insert name of municipality].

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; an



- (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 [Insert as applicable: Mayor/Reeve] is Council's official spokesperson and in the absence of the [Insert as applicable: Mayor/Reeve] it is the [Insert as applicable: Deputy Mayor/Deputy Reeve]. 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.

8.

- 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 [Insert applicable title, e.g. "CAO", "City Manager", "County Manager", "Town Manager", as defined above];
 - (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

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. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

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

9.4. **[Alternative provision to section 9.2 above]:** 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.

9.5. **[Optional additional provision]:** 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

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- 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. **[Optional additional provision:]** 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. **[Optional additional provision:]** 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. **[Optional additional provision:]** 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. **[Optional additional provision:]** Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

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



Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

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.

[Alternate Provision]

- 13.3. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

[Alternate Provision]

- 13.4. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.

[Optional Provision: Remuneration and Expenses]

- 13.5. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.6. 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.

[Optional Provision: Gifts and Hospitality]

- 13.7. 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.
- 13.8. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed [insert dollar limit].
- 13.9. 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.

[Optional Provision: Election Campaigns]

- 13.10. 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.



[Optional Provision: Informal Complaint Process

- 13.11. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: 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 **[insert as applicable: Mayor/Reeve]** to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the **[insert as applicable: Mayor/Reeve]** is the subject of, or is implicated in a complaint, the person may request the assistance of the **[insert as applicable: Deputy Mayor/Deputy Reeve]**.
- 13.12. 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.

14. Formal Complaint Process

- 14.1. **[Insert as applicable: Any person [or] Any Member]** who has identified or witnessed conduct by a Member that the **[Insert as applicable: 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.

15. Compliance and Enforcement

- 15.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 15.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 15.3. 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.
- 15.4. 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) 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.

16. Review

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

READ a First time this ___ day of _____ 2018.

READ a Second time this ___ day of _____ 2018.

READ a Third time this ___ day of _____ 2018.

SIGNED AND PASSED this ___ day of _____ 2018.

[INSERT: MAYOR/REEVE]

[INSERT: CHIEF ADMINISTRATIVE OFFICER/OTHER]

**BYLAW OF THE TOWN OF ONOWAY, IN THE PROVINCE OF ALBERTA,
TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL,
COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE
COUNCIL**

WHEREAS Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

WHEREAS Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

WHEREAS the elected officials of the Town of Onoway recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

WHEREAS, the Council for the Town of Onoway wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

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

1. SHORT TITLE

1.1. This Bylaw may be cited as the "Code of Conduct Bylaw".

2. DEFINITIONS

2.1. "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

2.2. "Bylaw" means a bylaw of the Town of Onoway.

2.3. "Chief Administrative Officer", or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

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- 2.4. *"Code of Conduct"* means the Town of Onoway Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.
- 2.5. *"Committee"* means a board, commission, authority, task force or any other public body established by Council.
- 2.6. *"Confidential Information"* means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. *"Council"* means the Council of the Town of Onoway.
- 2.8. *"Integrity Commissioner" or "Commissioner"* means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. *"Member"* is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. *"Member of Council"* means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. *"Member of Council Committee or other body established by the Council"* means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. *"Town"* means the Town of Onoway.

3. **CODE OF CONDUCT**

- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

4. **PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS**

- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

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5. **AMENDMENTS**

5.1. That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council (Schedule A)* or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct (Schedule B)* will require an amendment to this Bylaw.

6. **INTERPRETATION**

6.1. Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.

6.2. Within the text of the Code of Conduct Bylaw:
a) use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
b) use of the singular shall include the plural and the plural shall include the singular as the context requires.

7. **SEVERABILITY**

7.1. It is the intention of the Council of the Town of Onoway that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

8. **COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw.

READ a first time this 21st day of June 2018.

READ a second time this 21st day of June 2018.

UNANIMOUS CONSENT to proceed to third reading this 21st day of June 2018.

READ a third and final time this 21st day of June 2018.

SIGNED this 21st day of June 2018

Mayor, Judy Tracy

Chief Administrative Officer, Wendy Wildman

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SCHEDULE A

TOWN OF ONOWAY
CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL
COMMITTEES AND OTHER BODIES ESTABLISHED BY THE
COUNCIL

1. PURPOSE AND PRINCIPLES

- 1.1. The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2. The Code is intended to supplement existing superior legislation and municipal by-laws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3. The key principles underlying this Code of Conduct are as follows:
 - a) The public should have confidence that the elected and appointed officials of the Town of Onoway operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
 - b) Holding public office is a privilege and responsibility and Members shall put the interests of the residents and rate payers of the municipality as a whole above personal interests;
 - c) Members should demonstrate respect for the law and for the policies, procedures and processes of the Town of Onoway;
 - d) Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
 - e) Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

2. COMPLIANCE WITH CODE OF CONDUCT

- 2.1. This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council

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which affect the Member.

- 2.2. Members of Council shall sign and agree to comply with the Code of Conduct at or prior to the first meeting of Council after their election to office.
 - 2.3. Members of Council Committees or other bodies established by the Town of Onoway of who are not Members of the Town of Onoway Council or the Council of another municipality, shall sign and agree to comply with the Town of Onoway Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
 - 2.4. Members of Council of the Town of Onoway, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Town of Onoway Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
 - 2.5. Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
 - 2.6. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
 - 2.7. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.
3. **GENERAL PERSONAL CONDUCT**
- 3.1. Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
 - 3.2. As representatives of the Town of Onoway, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
 - 3.3. Members of Council shall carry out their duties with impartiality, putting the interests of the residents and rate payers of the whole municipality above personal interests.

- 3.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
 - 3.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
 - 3.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Town of Onoway Procedural Bylaw (Bylaw 705-11). Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
 - 3.7. Members of Council of the Town of Onoway, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Town of Onoway Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
 - 3.8. Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
 - 3.9. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
 - 3.10. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.
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- 4.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.
- 4.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Town of Onoway Procedure Bylaw.
- 4.7. The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 4.8. Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Town of Onoway. Providing personal comments on matters before the Town Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 4.9. If a difference or conflict between Members is not easily resolved, processes outlined in the Procedure Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

5. OBLIGATIONS OF MEMBERS

- 5.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
 - a) Alberta Human Rights Act;
 - b) Alberta Local Authorities Election Act;
 - c) Canadian Human Rights Act;
 - d) Criminal Code of Canada;
 - e) Freedom of Information and Protection of Privacy Act;
 - f) Town of Onoway Procedural Bylaw;

- g) Municipal Government Act;
 - h) Occupational Health and Safety Act, Regulation and Code, including the Town of Onoway Health and Safety Program.
- 5.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council.
- 5.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.
- 5.4. All Members must attend orientation or training sessions as offered by the municipality.

6. AVOIDANCE OF CONFLICTS OF INTEREST

- 6.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 6.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 6.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest.
- 6.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 6.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.
- 6.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.

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- 6.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established by the Council.

7. USE OF MUNICIPAL ASSETS AND SERVICES

- 7.1. Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 7.2. Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures.
- 7.3. Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw.
- 7.4. No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 7.5. No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

8. USE OF INFLUENCE OF OFFICE

- 8.1. No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 8.2. Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

9. ACCEPTANCE OF GIFTS OR BENEFITS

- 9.1. Acceptance of gifts or benefits by a Members shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.

- 9.2. Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or benefits.

10. INTERACTIONS WITH MUNICIPAL STAFF

- 10.1. Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 10.2. Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Town of Onoway policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 10.3. No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 10.4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 10.5. No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

11. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC

- 11.1. In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Town of Onoway policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

12. CONFIDENTIAL INFORMATION

- 12.1. Personal information collected by the Town of Onoway will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).

- 12.2. Members are encouraged to acquire an understanding of the principles of FOIPP.
- 12.3. Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do so.
- 12.4. Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 12.5. Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 12.6. The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 12.7. No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 12.8. A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

13. IMPLEMENTATION

- 13.1. The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 13.2. Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 13.3. Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 13.4. Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.

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- 13.5. The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 13.6. The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.
- 13.7. The term for an Integrity Commissioner will be 4 years; a Commissioner may be re-appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 13.8. If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 13.9. Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

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SCHEDULE B

TOWN OF ONOWAY
PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS
REGARDING BREACH OF THE CODE OF CONDUCT

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Town of Onoway, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the 'Town of Onoways' harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated he or she may decline to conduct an investigation and will inform the complainant of this decision.

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If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Town of Onoway. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority; or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.

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August 20, 2021

Town of Onoway
PO Box 540
Onoway, AB T0E 1V0

RECEIVED

AUG 27 2021

Attention: Ms. Wendy Wildman, Chief Administrative Officer

RE: ATCO Gas and Pipelines Ltd. Franchise Agreement

Pursuant to our franchise agreement, your municipality has the ability to change the franchise fee percentage in 2022; this request must be received by ATCO Gas in writing prior to November 1st, 2021. If you are considering changing the franchise fee in 2022, please contact us as soon as possible to begin the process.

As you are aware, ATCO Gas pays the Town of Onoway a franchise fee. The franchise fee is collected from customers in the community based on a percentage of our Delivery Tariff. In the Town of Onoway, this percentage is 9.50%.

In 2020, our Delivery Tariff revenue in the Town of Onoway was \$328,976. Our forecast Delivery Tariff revenue for 2022 is \$378,173. Therefore, based on the current franchise fee percentage, the forecast 2022 franchise fee revenue would be \$35,926.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at Paul.Delano@atco.com.

Yours truly,



Paul Delano
Manager, Edmonton
ATCO Natural Gas Division

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cao@onoway.ca

From: Lynne Tonita <ltonita@onoway.ca>
Sent: August 26, 2021 10:49 AM
To: Wendy Wildman; Jason Madge; Jeff Mickle; Judy Tracy; Debbie Giroux; Penny Frizzell; Shelley Vaughan; Lisa Johnson; Pat St.Hilaire
Subject: Prizes
Attachments: Screenshot 2021-08-26 at 10.47.09 AM.png; Untitled attachment 00024.txt

Can we come up with a good prize for this event? I realize that technically it's county but it's Onoway who will benefit.

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Onoway Wall 4 All (Community Information and Programs; Not Buy and Sell)



Shelley Knott · 1h ·

We are looking for prizes and sponsors for this event. If you would like to advertise or attend please let me know.



SAT, SEP 11 AT 8 AM UTC-06

Canadian Cowboy Challenge

2223 Township Road 545, Lac Ste A...

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INTERESTED

Shared to Onoway Wall 4 All (Community

Full-service, family focused care.

Onoway Regional Medical Clinic (ORMC) is owned and operated by Lac Ste. Anne County in partnership with the Town of Onoway and the Summer Villages of Silver Sands, West Cove, Ross Haven and Val Quentin.

Conveniently located in downtown Onoway, the clinic currently has two physicians on staff. The clinic also features two PCN nurses, a kinesiologist and a hearing consultant.

ONOWAY REGIONAL MEDICAL CLINIC

A long-term investment in the community.

The County and its partner municipalities have chosen to invest in this clinic because retaining essential services like health care within the community is of vital importance. This partnership with ORMC also helps support the local business community by keeping spending close to home.

In 2020 the County purchased the building occupied by ORMC and undertook an expansion project that doubled the facility's floor space. The 2,500 sq. ft. clinic has more space for clients, offices for physicians, and a new staff room. The next phase will include an upgrade to the older location to match the new.



We provide services to Chateau Lac Ste. Anne, Alexis Nakota Sioux Nation and other municipal neighbours.

Adjacent support services.

The clinic is next to an AHS community services facility, which offers complementary services like occupational therapy; speech therapy; respiratory therapy; home care; public health; a wound clinic; a dietician; and a lab that can accommodate blood work and ECG.

A pharmacy is also located inside the ORMC building, further enhancing the ability of physicians to refer clients to the services and resources they need.



Physicians operate on a 'fee for service' model and have the ability to build their patient lists over time.

The 29.3% overhead rate for 2021 includes all the necessities to run a successful clinic, enabling physicians to care for their patients.

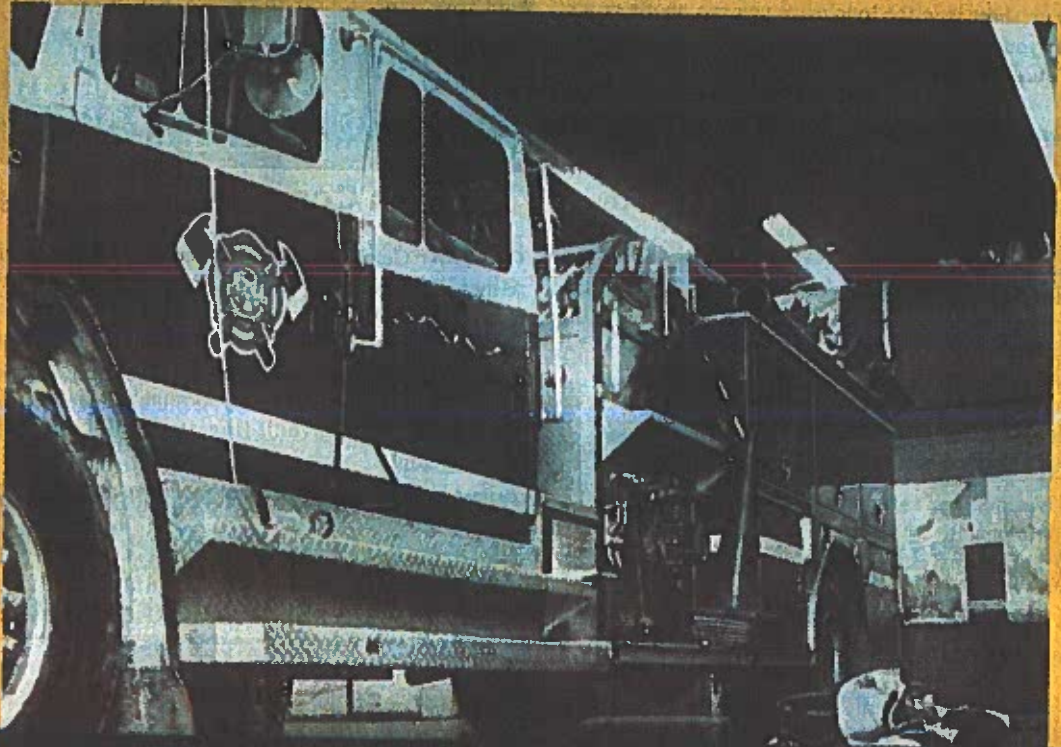
As a contract physician for ORMC, your overhead fees cover:

- Clinic facility lease
- Privacy impact support
- Advertising & promotion
- Document safety
- Office supplies
- Medical supplies
- IT support & hardware
- Telephone
- Utilities
- Janitorial
- Maintenance
- Security
- Annual audit
- Insurance
- Salaries & benefits for support staff
- Electronic medical system fees (TELUS Health)



ONOWAY REGIONAL
MEDICAL CLINIC

FIRE DEPARTMENT NEWS!



Your fire service just got even better

ONOWAY REGIONAL FIRE SERVICES IS NOW A NON-PROFIT CORPORATION

North West Fire Rescue - Onoway has been re-branded as Fire Rescue International - Division 7801 which is a registered non-profit corporation.

Onoway Regional Fire Services has always maintained that we are here to protect the community first and foremost, and that turning a profit is not the goal. We have decided to put our money where our mouths are and have become a registered non-profit corporation.

COMMITTED TO SAVING LIVES

More info at www.nwfr.net



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ALBERTA
ENVIRONMENT AND PARKS
*Office of the Minister
Government House Leader*
M.L.A. Ronney-Rocky Mountain House Speaker

JUN 23 2021

Lorne Olsvik, Chairman
Highway 43 East Waste Commission
Box 219
Sangudo AB T0E 2A0
lolsvik@lsac.ca

Dear Lorne Olsvik:

Thank you for your letter regarding changes to the provincial Household Hazardous Waste (HHW) program. I welcome the opportunity to provide the following information.

The Government of Alberta is committed to supporting Albertans with access to appropriate disposal options for hazardous products found in Albertans' homes. In the past, most materials collected through the provincial HHW Program were disposed of at the Swan Hills Treatment Center (SHTC). Alberta Infrastructure subsidized a significant portion of material disposal at the SHTC. To address increased costs for operating and maintaining the aging SHTC facility, Alberta Infrastructure reduced the scope of operations at the SHTC and now only process high-concentration polychlorinated biphenyls and biomedical waste.

The Alberta Recycling Management Authority (ARMA) administers the HHW program under contract to Environment and Parks. As of May 31, 2021, Suez Canada Waste Services Inc. (the contracted operator of SHTC), stopped accepting HHW, including on a fee-for-service basis. Municipalities will assume the cost for HHW disposal as of June 1, 2021. ARMA is working with HHW collectors to identify other facilities for HHW material treatment and destruction. Municipalities are encouraged to talk to HHW program collectors to discuss available options. Please visit www.albertarecycling.ca, click on "Household Hazardous Waste" (at the bottom of the page) and scroll down to "Participation in the Program."

To support HHW material collection and transport to an approved facility, the department is funding the HHW program through 2021-22 (consistent with 2020-21 funding). Department staff are also engaging with stakeholders on extended producer responsibility (EPR). Engagement will help inform the regulatory framework, which will shift end-of-life responsibility for hazardous and special waste from municipal and provincial governments, to those that produce and consume the products.

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The department and ARMA are planning for the transition period between May 31, 2021, and the implementation of an industry-funded EPR program for these materials. If you have any questions about the current HHW program please contact Brad Schultz, ARMA's Director of Operations, at bschultz@albertarecycling.ca.

Thank you again for taking the time to write.

Sincerely,



Jason Nixon
Minister

cc: Brad Schultz
Alberta Recycling Management Authority

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August 4, 2021

Recycling Council of Alberta
Box 23
Bluffton, AB
T0C 0M0

Attention: Christina Seidel

RE: Household Hazardous Waste (HHW) Program

On April 16, 2021, the Highway 43 East Waste Commission received correspondence from the Alberta Recycling Management Authority (ARMA) regarding a Household Hazardous Waste Program update.

In this correspondence, they stated that effective June 1, 2021 Swan Hills Treatment Centre will no longer accept HHW. Municipalities and Indigenous communities will have to fund the treatment and destruction of HHW at alternative approved facilities.

The Highway 43 East Waste Commission is very concerned with the repercussions of this funding for treatment and destruction costs being cut, as this could result in the potential of all the HHW being put back into the landfills.

It has been a long educational process to get the residents of our municipalities to divert HHW away from our landfill, and with the cost being put back on the municipalities we are afraid that the programs we have built over the years will fall by the wayside.

The Highway 43 East Waste Commission board and its member municipalities understand that the HHW program is currently solely funded by the municipal and provincial taxes until such time that a permanent HHW program, based on an Extended Producer Responsibility framework, is put in place and shifts the responsibility for program costs to producers, and away from municipalities and Indigenous

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communities. However, until the EPR program is in place the additional municipal costs for the treatment and destruction off HHW will increase our invoices astronomically.

The Highway 43 East Waste Commission would like to request the Recycling Council of Alberta have a discussion with regard to HHW at their fall conference in Banff on September 29 - October 1, 2021.

If you have any questions or concerns, please contact the undersigned via email at lolsvik@lsac.ca or phone at 780-937-5360.

Regards,



Lorne Olsvik
Chairman, Highway 43 East Waste Commission

JD/th
Cc/ Highway 43 East Waste Commission Board

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August 30, 2021

Attention: Member Municipalities

Re: Holiday Hours for 2021

The Highway 43 East Waste Commission passed the following motion at their August 30, 2021 meeting with regard to the closure of December 24, 25, 26, 27, 2021 and January 1, 2, 2022 for Holiday hours at the Highway 43 Main Landfill site.

50-0001

MOVED BY George Vaughan that the Highway 43 East Waste Commission board approves the recommended closure of December 24, 25, 26, 27, 2021 and January 1, 2, 2022 for the holiday season at the main landfill.

Moved By: George Vaughan

Carried

If you have any questions, please let me know.

Regards,

A handwritten signature in blue ink, appearing to read "Joe Duplessie".

Joe Duplessie
Manager

Cc: Highway 43 East Waste Commission