

**Agenda for the
Regular Meeting of the Vauxhall of Town Council
April 2, 2024
6:00 p.m. – Vauxhall Council Chambers**

<u>Agenda Item</u>	<u>Action</u>
1. Call to Order	
2. Adoption of Agenda	For Adoption
3. Delegations	Receive for Information
4. Minutes	
Council Minutes	
a.) Regular Meeting of Council March 18, 2024	For Adoption
External Minutes	Receive for Information
5. New Business	
a.) VAB Rental Agreement Renewal	Resolution
b.) Policing Cost Share	
c.) Council & Committees & Board	Resolution
6. Information and Correspondence	Receive <u>all</u> for Information
a.) Preliminary Analysis of Alberta's 2024 Budget	
b.) Alberta Municipal Affairs	
c.) Old Man Watershed Council - Thank You Card	
d.) Bylaw 979-21 – Code of Conduct	
7. Closed meeting of Council	
a.) Closed Session Pursuant to Section 197(2) of the Municipal Government Act and Section 24 of Division 2 of Part 1 of FOIPP – Advice from Officials – Purpose of Contractual.	
8. Adjournment	

A regular meeting of Council of the Town of Vauxhall, was held in Council Chambers on Monday March 18, 2024, at 6:00 p.m.

PRESENT

MAYOR: Kimberley Cawley

DEPUTY MAYOR: Marilyn Forchuk

COUNCILLORS: Ray Coad
Shelly Deleeuw
Kimberly Dorin
Russell Norris
Henry Zacharias

ABSENT:

ALSO PRESENT:

Chief Administrative Officer: Cris Burns
Asst. CAO/Office Manager: Mindy Dunphy

CALL TO ORDER:

Mayor Cawley called the meeting to order at 6:01 p.m.

Adoption of Agenda

RES: 24:46

MOVED by Deputy Mayor Forchuk to adopt the agenda as amended.

CARRIED

Addition(s)

- 6(e) Drought Water Restrictions

Councillor Dorin entered Chambers at 6:03 p.m.

Minutes

RES: 24:47

MOVED by Councillor Deleeuw to adopt the following minutes as presented.

- Regular meeting of Council March 4, 2024

CARRIED

Minutes

RES: 24:48

MOVED by Deputy Mayor Forchuk to accept the following minutes as information.

- FCSS Minutes of Board Meeting – February 7, 2024
- Veterans Memorial highway Association – March 8, 2024
- Municipal Planning Commission Meeting – March 11, 2024

CARRIED

February 29, 2024
Cheque Listing
RES: 24:49

MOVED by Councillor Coad to adopt the February 29, 2024, cheque listing in the amount of three hundred and one thousand, three hundred and seven dollars and seven cents (\$301,037.07), as information.
CARRIED

Financial Information
RES: 24:50

MOVED by Deputy Mayor Forchuk to accept the following as information:

- AMSC Mastercard as of March 5, 2024
- Budget Summary – March 15, 2024
- Budget Details – March 15, 2024

CARRIED

New Business Discussions

2024 Annual Funding Contribution
to Barons-Eureka-Warner Family
& Community Support
Services

NO MOTION REQUIRED

Rural Renewal Program

NO MOTION REQUIRED

New Office Update

NO MOTION REQUIRED

Sanitary Outfall Project/
Infrastructure Master Plan

NO MOTION REQUIRED

Drought Water Restrictions

NO MOTION REQUIRED

Reports

RES: 24:51

MOVED by Councillor Zacharias to accept the following as information.

- Council Activity Report – February 2024
- Action List in Progress March 2024
- Action list February 2024
- Upcoming Events and Meetings

CARRIED

Information and
Correspondence

RES: 24:52

MOVED by Councillor Norris to accept the following as information.

- Weekly Economic Review
- CARRIED**

Adjournment

Meeting Adjourned at 6:21 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

UNAPPROVED



**Town of Vauxhall
Council Memo**

5b.

Date: March 28 2024
Topic Policing Cost Share
Background:

Administration has attached the power point presentation for the new members of council for their review, when the legislation for collecting municipality's policing cost shares were regulated under the Police Funding Model in September 2019.

Administration wanted to bring to Councils attention the costs and how much they have increased since the first one in 2021.

March 2021	\$21006.00
March 2022	\$31529.00
March 2023	\$47102.00
March 2024	\$70209.00

January 31, 2024

Mr. Cris Burns
Chief Administrative Officer
Town of Vauxhall
PO Box 509
Vauxhall AB T0K 2K0

Dear Mr. Burns:

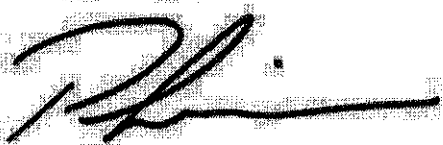
This letter is an annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation. Through a system of shared responsibility between the government and municipalities, a portion of the costs of frontline policing is allotted back to each municipality based on a number of factors: population, equalized assessment, crime severity, shadow population, and detachment location.

As per the Police Funding Model (PFM) Regulation, each municipality will contribute a portion of frontline policing costs based on a 30 per cent cost recovery for the fiscal year 2023-24. Total revenue generated is estimated to be \$67,495,200 and will be reinvested in Alberta policing initiatives. For fiscal year 2024-25 and beyond, further increases to the cost recovery percentage or revenue base estimate are not planned at this time. Any changes to the PFM will not be made until consultation with municipalities has occurred, and adequate notice has been provided.

Please remit payment within 45-days of the invoice made payable to the Government of Alberta and forward to the address provided on the invoice.

Any questions related to the financial details of this invoice may be directed to the attention of Gordon Crawford at gordon.crawford@gov.ab.ca. Other background and contextual inquiries regarding the policy of PFM may be directed to Lisa Gagnier at lisa.gagnier@gov.ab.ca.

Sincerely,



Peter Lemieux, MA dem, CD1
Acting Assistant Deputy Minister

Cost Breakdown

The provincial payment generating \$67,495,200 in revenue after modifiers is calculated on an annual basis using 50 per cent population, 50 per cent equalized assessment, and modifiers/subsidies for crime severity, shadow populations, and detachment location.

Provincial Data

Revenue Generated 2023-24 after modifiers	Total Municipal Population (2022)	Total Equalized Assessment (2024)	Total Revenue Base Estimate
\$67,495,200	789,507	325,648,566,623	\$69,800,000

Municipal Data

Town of Vauxhall	Data/Cost Breakdown
2022 Population	1,434
2024 Equalized Assessment	\$98,122,172
Equalized Assessment per capita	\$68,426
Population % of total for PFM	0.18163%
Equalized Assessment % of total for PFM	0.03013%
Amount based on 50% Population (A)	\$63,389
Amount based on 50% Equalized Assessment (B)	\$10,515
Total share policing cost C = (A + B)	\$73,904
Less modifiers:	
Subsidy from Crime Severity Index (CSI) Value (variable %) (Note 1)	\$ 0
Subsidy from Shadow Population (variable %) (Note 2)	\$ 0
5% for No Detachment Subsidy (Note 3)	\$3,695
Total share with modifiers	\$70,209

Notes

Population estimate provided by Alberta Treasury Board and Finance

Equalized Assessment – an annual calculation that measures the relative wealth of a municipality creating a common assessment base. It determines the ability of a community to pay a portion of policing costs in this context.

Municipality Population / PFM Population

Municipality Equalized Assessment / PFM Equalized Assessment

Population % of provincial x 50% population x Total Base Estimate

Equalized Assessment % x 50% x Total Base Estimate

Note 1: CSI Subsidy received if above rural municipal average. Accounts for volume and seriousness of crime based on incarceration rates. A three-year average is used to calculate your average CSI.

Note 2: Shadow Population – temporary residents of a municipality employed by an industrial or commercial establishment for a minimum of 30 days within a municipal census year. Shadow populations use the municipality's services but do not contribute to its tax base. Subsidy is up to 5% of total share.

Note 3: No detachment subsidy provided if town/municipality does not have access to a detachment.

Police Cost Model Review

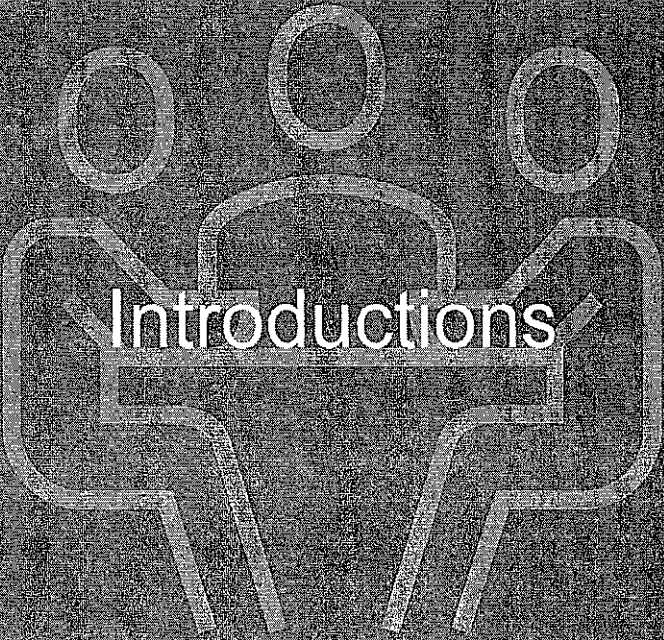
Engagement Webinar

September 6, 2019

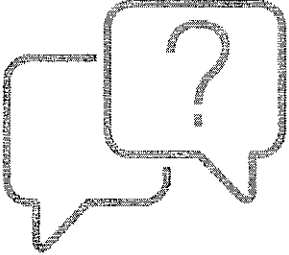


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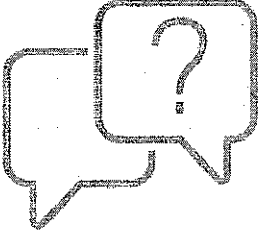
Introductions



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Introduction



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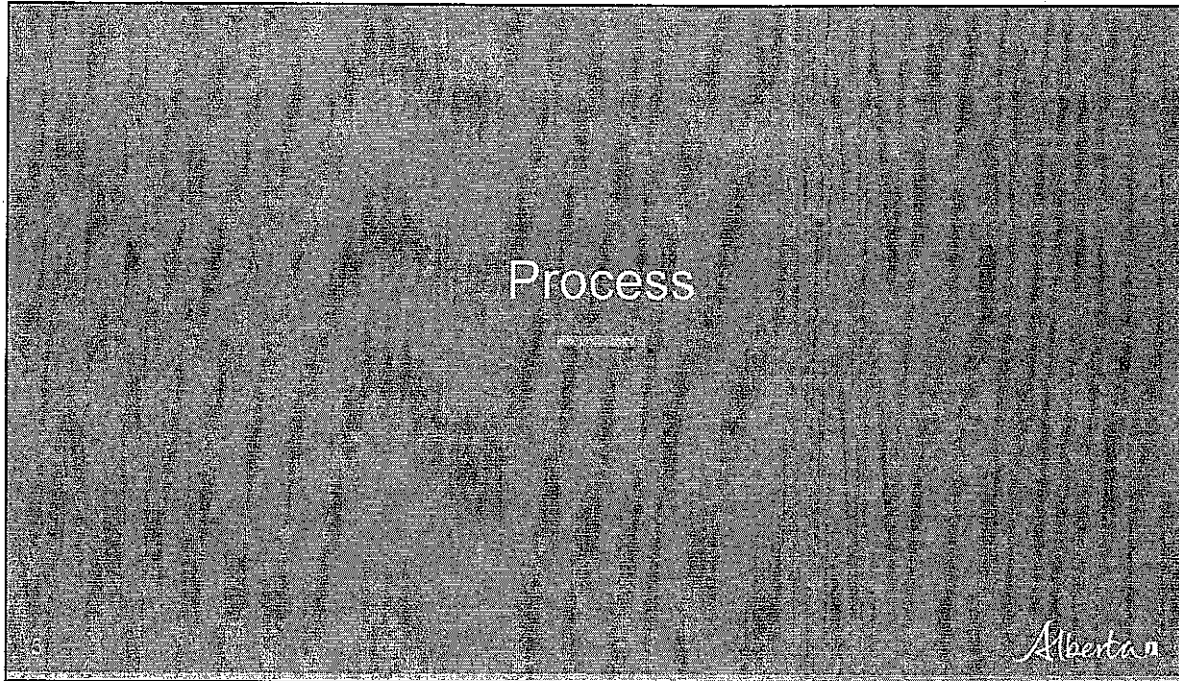
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Agenda

1. Discuss engagement process
2. Review background to engagement
3. Share police costing model
 - a) Base Cost Distribution
 - b) Modifiers
 - c) Examples
4. Provincial Comparisons
5. Next Steps
 - a) Written submissions

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Timelines

September

September

Late Fall

- Kick-off meeting focusing on the police costing model meeting
- Review alternative models
- Form template for in-depth responses

- Review Bill 158
- Meeting focusing on police enforcement of cannabis legalization
- Form template for in-depth responses

Sharing of findings from the analysis of meetings and form submissions.

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Outcome of Engagement

Part 1: Police Costing

- Development of a future police costing model which will consider the input gathered from the most relevant stakeholders.
- For the government to develop proposed legislative amendments for the *Police Act* that will reflect the considerations of municipalities in a new police funding model.

Part 2: Cannabis Enforcement

- Compilation of information that can direct the future of the MCTP or alternative funding support for the enforcement of cannabis legalization.

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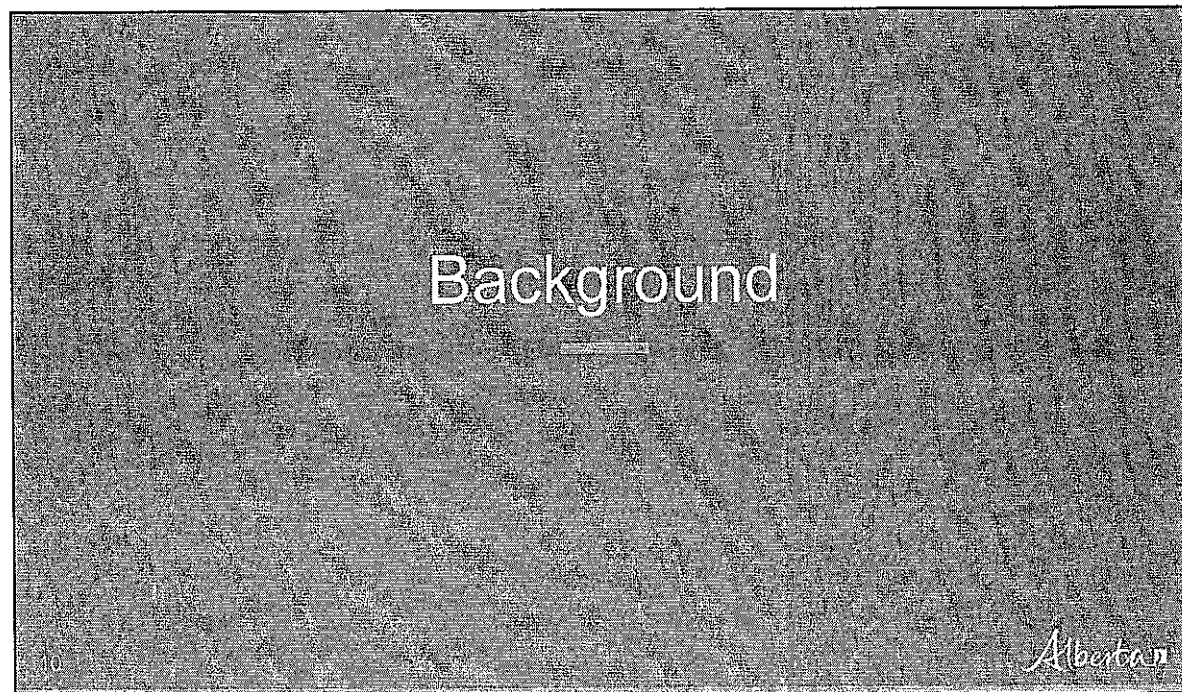
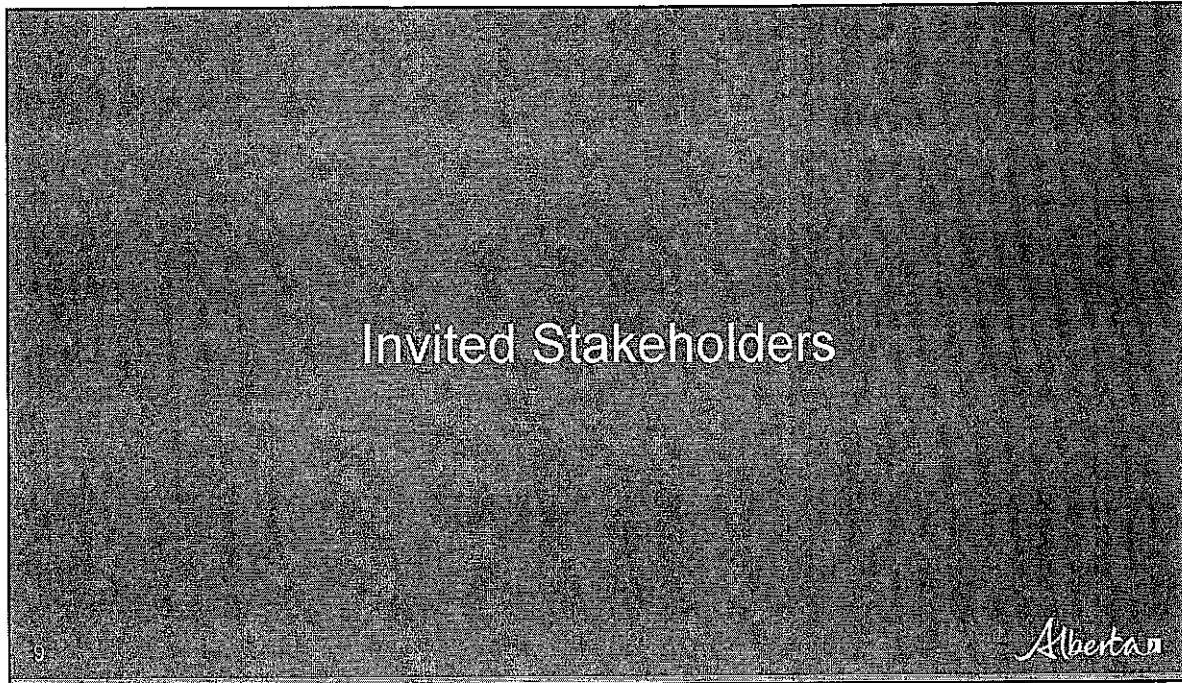


Principles of Engagement

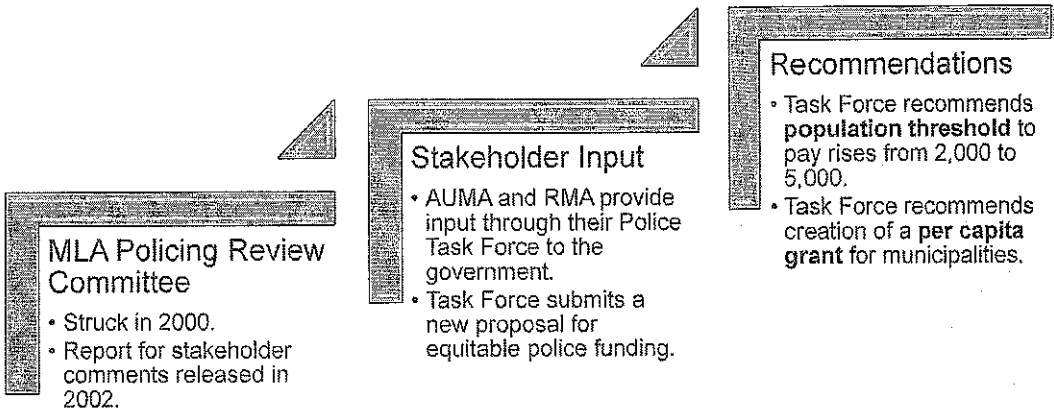
- **Transparency** - Intent and processes will be clear and transparent. Stakeholders will understand the consultation process and how their input will affect policy decisions and drafting of legislation.
- **Communication** - Accurate, consistent and timely communication and information sharing with stakeholders in order to avoid confusion or raise false expectations.
- **Follow up** – Reporting back and sharing the results of consultation and how the input was used to inform the legislation.
- **Evaluation** – Consultation sessions with stakeholders will be evaluated against these principles for the purposes of continuous improvement.

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Background



MLA Policing Review Committee

- Struck in 2000.
- Report for stakeholder comments released in 2002.

Stakeholder Input

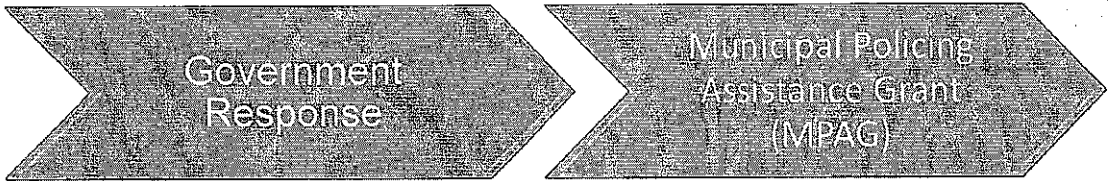
- AUMA and RMA provide input through their Police Task Force to the government.
- Task Force submits a new proposal for equitable police funding.

Recommendations

- Task Force recommends **population threshold** to pay rises from 2,000 to 5,000.
- Task Force recommends creation of a **per capita grant** for municipalities.



Background



Government Response

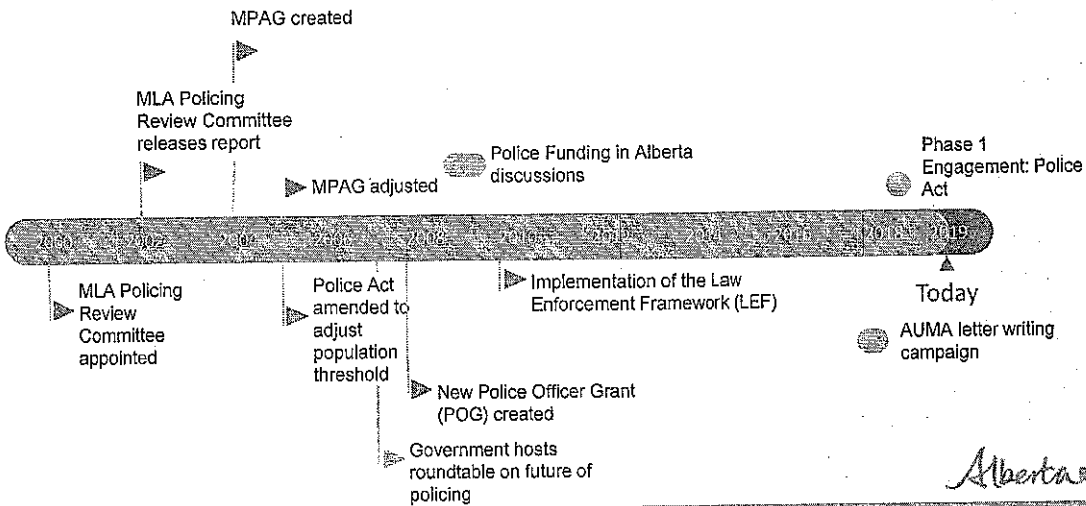
- Population threshold was raised in 2005 to over 5,000.
- Ministry of Solicitor General recommends a \$16 per capita grant.

Municipal Policing Assistance Grant (MPAG)

- Grant created in 2004 and adjusted in 2005.
- Towns and cities with populations between 5,000 and 20,000 would now receive a \$200,000 base payment and an \$8 per capita grant.
- Municipalities between 20,000 and 100,000 would receive a \$100,000 base payment and a \$14 per capita grant.
- Cities over 100,000 would continue to receive the \$16 per capita grant.



Background



Background

- The *Police Act* requires municipalities with populations over 5,000 to provide police services in their communities.
- Under the **Provincial Police Service Agreement (PPSA)**, policing is provided at no direct cost to all municipalities (municipal districts regardless of population, and to towns, villages and summer villages with populations of 5,000 or less) as per the *Police Act*.




Currently	Proposal
<ul style="list-style-type: none">- 291 municipalities do not directly pay for policing through their municipal taxes.- This is approximately 20% of the Alberta population.	<ul style="list-style-type: none">- These communities would begin paying a percentage of their frontline policing costs.- In 2018/19, the cost of frontline policing was \$232.5 million <p>Frontline policing is considered to include: general duty, traffic, and general investigative section and accounts for 62% of all police positions.</p>

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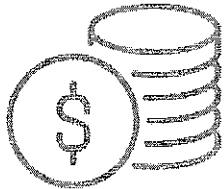
Base Cost Distribution

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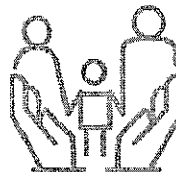
Base Cost Distribution

Equalized Assessment




$$\frac{\text{Muni EA}}{\text{Total EA (291 munis)}} \times \text{Cost} \times 70\% = \text{Weighted EA}$$

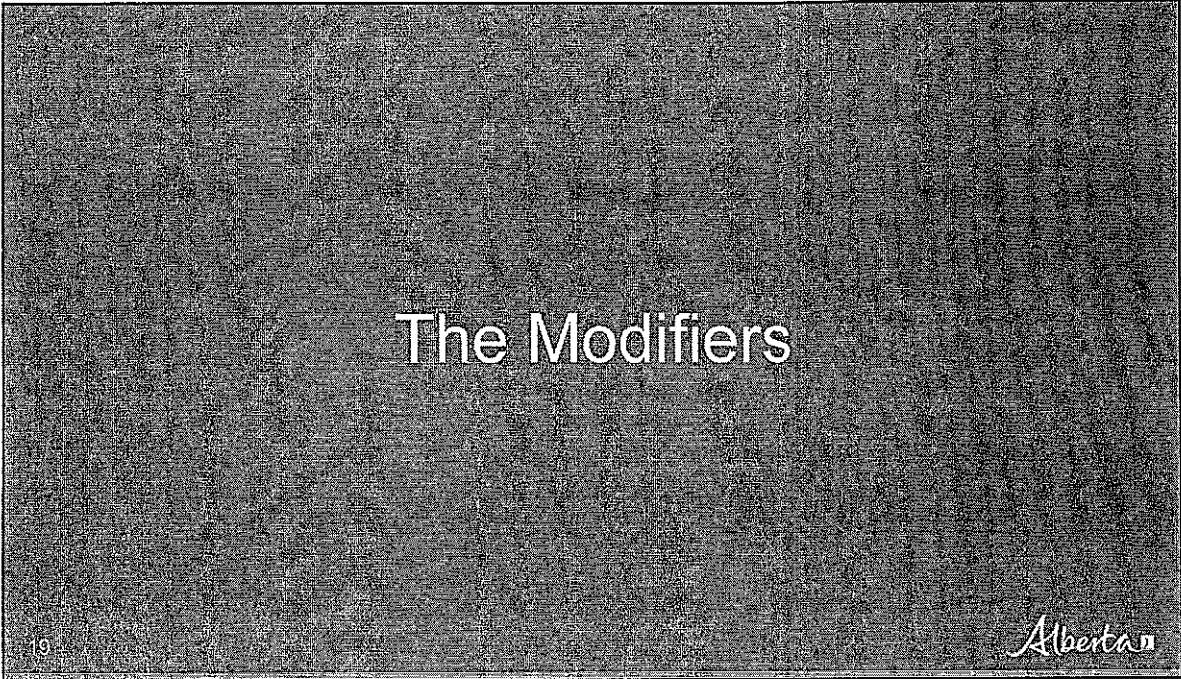
Population



$$\frac{\text{Muni Pop}}{\text{Total Pop (291 munis)}} \times \text{Cost} \times 30\% = \text{Weighted Pop}$$

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Shadow Population	Calculation – 2 Steps
<ul style="list-style-type: none">Subsidy received if recognized and reported to Municipal Affairs	<ol style="list-style-type: none">Shadow pop / muni pop = value up to max 5% subsidy% subsidy x cost = Dollar Subsidy

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Crime Severity Index

- Subsidy received if above rural municipal average



Calculation – 3 Steps

1. Muni CSI (3 yr. avg.) – Total CSI average (291 munis) = Muni CSI points above avg
2. Muni CSI points above avg x 0.05% (CSI subsidy per point) = % Subsidy
3. % subsidy x cost = Dollar Subsidy

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Examples

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Range of Cost Recovery Options

Policing Cost Model (PCW) Options						
Weighting	30%	70%		0.05% per Municipal CSI point above average	5%	
Cost Recovery Option: Including Polling Costs	Population affected	Total Equalized Assessment	Total Share Policing Cost	CSI Subsidy given	Shadow Population Subsidy given	Municipal Costs
15%	765,780	\$293,162,459,917	\$34,900,000	\$1,015,167	\$203,263	\$33,681,570
30%	765,780	\$293,162,459,917	\$69,800,000	\$2,030,334	\$406,526	\$67,363,141
40%	765,780	\$293,162,459,917	\$93,000,000	\$2,705,172	\$541,646	\$89,753,182
50%	765,780	\$293,162,459,917	\$116,300,000	\$3,382,920	\$677,349	\$112,239,731
60%	765,780	\$293,162,459,917	\$139,500,000	\$4,057,758	\$812,469	\$134,629,772
70%	765,780	\$293,162,459,917	\$162,800,000	\$4,735,506	\$948,172	\$157,116,322

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15% Cost Recovery

- Large specialized municipality:
 - Population: 36,072
 - Equalized Assessment: \$42,670,899,320
 - Share of policing costs: \$4,049,067
 - 0.74% of municipal property tax
 - Would receive both subsidies:
 - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
 - Subsidy is \$708,512
 - Shadow population is 36,678 – receives maximum 5% subsidy
 - Subsidy is \$202,453
 - The total cost recovery would be \$4,049,067 – \$708,512 – \$202,453 =
- \$3,138,101.**

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15% Cost Recovery

- Mid-sized Municipal District:
 - Population: 7,869
 - Equalized Assessment: \$2,044,554,084
 - Share of policing costs: \$277,966
 - 1.54% of municipal property tax
 - Is not eligible for any subsidies
 - The total cost recovery would be **\$277,966**.

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15% Cost Recovery

- Small Summer Village:
 - Population: 73
 - Equalized Assessment: \$16,108,372
 - Share of policing costs: \$2,340
 - 3.45% of municipal property tax
 - Would receive one subsidy:
 - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
 - Subsidy is \$69
 - The total cost recovery would be $\$2,340 - \$69 = \$2,271$.

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70% Cost Recovery

- Large specialized municipality:
 - Population: 36,072
 - Equalized Assessment: \$42,670,899,320
 - Share of policing costs: \$18,887,911
 - 3.45% of municipal property tax
 - Would receive both subsidies:
 - 3 year average CSI is 465.21 which is 349.96 points above municipal average of 115.25
 - Subsidy is \$3,305,036
 - Shadow population is 36,678 – receives maximum 5% subsidy
 - Subsidy is \$944,396
 - The total cost recovery would be \$18,887,911 – \$3,305,036 – \$944,396 =
\$14,638,479.

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70% Cost Recovery

- Medium-sized Municipal District:
 - Population: 7,869
 - Equalized Assessment: \$2,044,554,084
 - Share of policing costs: \$1,296,642
 - 7.19% of municipal property tax
 - Is not eligible for any subsidies
 - The total cost recovery would be **\$1,296,642.**

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70% Cost Recovery

- Small Summer Village:
 - Population: 73
 - Equalized Assessment: \$16,108,372
 - Share of policing costs: \$10,918
 - 16.09% of municipal property tax
 - Would receive one subsidy:
 - 3 year average CSI is 174.55 which is 59.30 points above municipal average of 115.25
 - Subsidy is \$324
 - The total cost recovery would be \$10,918 – \$324 = **\$10,549.**

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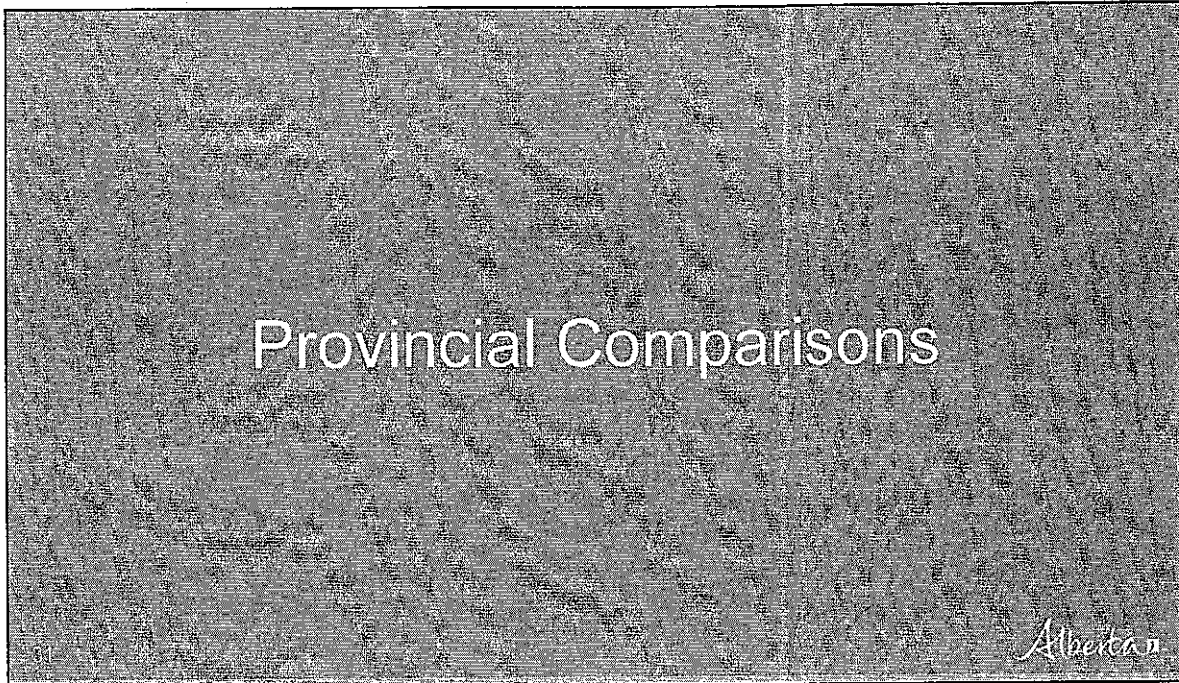


If money were reinvested, we have heard...

- Service delivery improvements
 - Local input into RCMP priorities
- Public safety platform priorities
- Address rural crime

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Provincial Comparisons

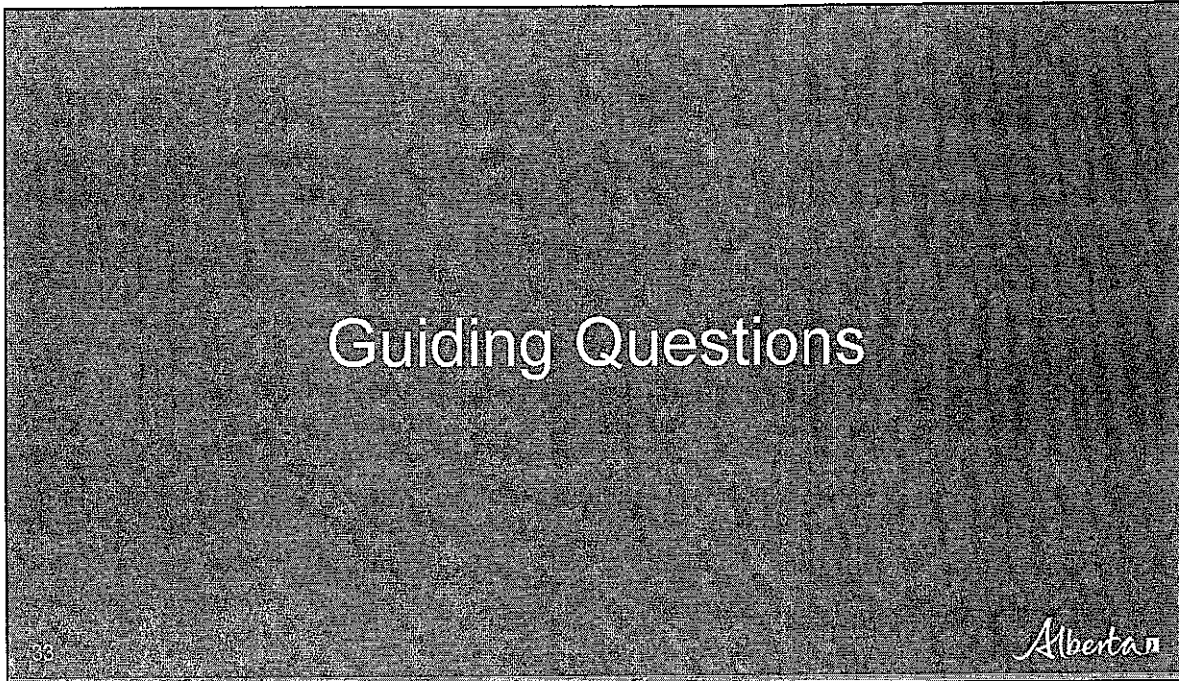
BC

- Municipalities with populations over 5,000 pay for policing through their municipal tax.
- Municipalities with under 5,000 persons have tax rates set to recover a portion of the costs.


SK

- Costs of policing distributed by formula in legislation among all municipalities. This includes rural municipalities with under 5,000 population.


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Guiding Questions

 **Pros and Cons**


1. What are the benefits of the model presented?
2. What are the pitfalls to the model presented?

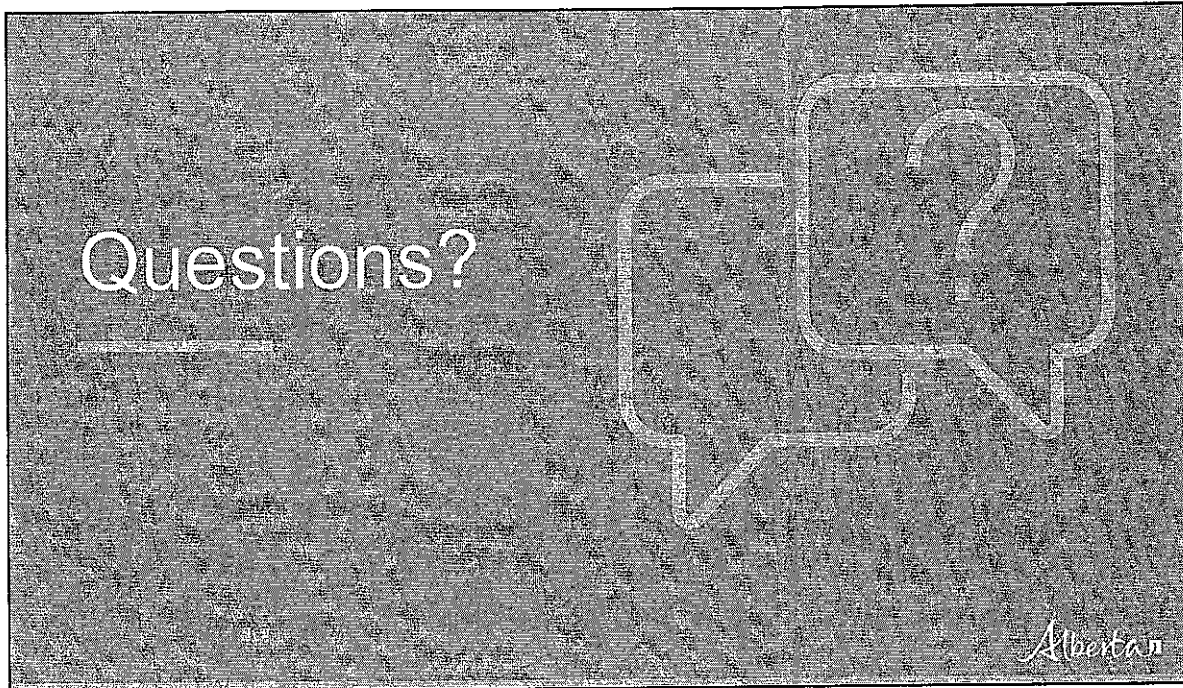
 **Cost Recovery**

1. What are your thoughts on the province recovering a percentage of frontline policing costs from those currently not paying?

 **Impacts**

1. What do you anticipate as challenges for implementing the model?
2. What impact to addressing rural crime would you anticipate this costing model having?

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Example Calculation Sheet – Police Cost Model

Scenario: If province were to distribute 15% of the costs of frontline policing = \$34.9M

BASE MODEL

$\frac{\text{Muni population}}{\text{Total population}} \times \$34.9M \times 30\% = \text{Weighted population cost}$

$\frac{\text{Muni equalized assessment}}{\text{Total equalized assessment}} \times \$34.9M \times 70\% = \text{Weighted equalized assessment cost}$

Weighted population cost + Weighted equalized assessment cost = TOTAL SHARE POLICING COST

MODIFIERS

Crime Severity Index (CSI)

$\text{Muni CSI 3 year average} - \text{Total CSI average} = \text{Muni CSI points above average}$

$\text{Muni CSI points above average} \times 0.05\% \text{ (subsidy per muni CSI point } > \text{ average)} = \text{CSI \% subsidy}$

$\text{CSI \% subsidy} \times \text{TOTAL SHARE POLICING COST} = \text{CSI DOLLAR SUBSIDY}$

Shadow Population

$\frac{\text{Muni shadow population}}{\text{Muni population}} = \text{Shadow pop \% subsidy (max 5\%)}$

Muni population

$\text{Shadow pop \% subsidy} \times \text{TOTAL SHARE POLICING COST} = \text{SHADOW POP DOLLAR SUBSIDY}$

YEARLY COST TO MUNICIPALITY

= TOTAL SHARE POLICING COST - CSI DOLLAR SUBSIDY - SHADOW POP DOLLAR SUBSIDY

Municipality A: Large specialized municipality

Weighted population cost	\$493,188	= $\frac{36,072}{765,780} \times 34.9M \times 30\%$
Weighted equalized assessment cost	\$3,555,878	= $\frac{42,670,899,320}{293,162,459,917} \times 34.9M \times 70\%$
TOTAL SHARE POLICING COST	\$4,049,067	= 493,188 + 3,555,878
Muni CSI points above avg	349.96	= 465.21 (muni) - 115.25 (prov)
CSI % subsidy	17.5%	= 349.96×0.0005
CSI DOLLAR SUBSIDY	\$708,512*	= 17.5% x 4,049,067 (*rounding difference)
Shadow pop % subsidy	5%	= $\frac{36,678}{36,072} = 1.01$ (max 0.05)
SHADOW POP DOLLAR SUBSIDY	\$202,453	= 5% x 4,049,067
<u>YEARLY COST TO MUNICIPALITY</u>	\$3,138,102	= 4,049,067 - 708,512 - 202,453

Municipality B: Mid-sized municipal district

Weighted population cost	\$107,588	= $\frac{7,869}{765,780} \times 34.9M \times 30\%$
Weighted equalized assessment cost	\$170,378	= $\frac{2,044,554,084}{293,162,459,917} \times 34.9M \times 70\%$
TOTAL SHARE POLICING COST	\$277,966	= 107,588 + 170,378
Muni CSI points above avg	0	= 76.35 (muni) - 115.25 (prov)
CSI % subsidy	0%	= 0 x 0.0005
CSI DOLLAR SUBSIDY	\$0	= 0% x 277,966
Shadow pop % subsidy	0%	= none reported
SHADOW POP DOLLAR SUBSIDY	\$0	= 0% x 277,966
<u>YEARLY COST TO MUNICIPALITY</u>	\$277,966	= 277,966 - 0 - 0

Municipality C: Small summer village

Weighted population cost	\$988	= $\frac{73}{765,780} \times 34.9M \times 30\%$
Weighted equalized assessment cost	\$1,342	= $\frac{16,108,372}{293,162,459,917} \times 34.9M \times 70\%$
TOTAL SHARE POLICING COST	\$2,340	= 988 + 1,342
Muni CSI points above avg	59.30	= 174.55 (muni) - 115.25 (prov)
CSI % subsidy	3%	= 59.30×0.0005
CSI DOLLAR SUBSIDY	\$89*	= 3% x 2,340 (*rounding difference)
Shadow pop % subsidy	0%	= none reported
SHADOW POP DOLLAR SUBSIDY	\$0	= 0% x 2,340
<u>YEARLY COST TO MUNICIPALITY</u>	\$2,271	= 2,340 - 89 - 0

Council Committees & Boards

Council

The regularly scheduled Council meetings vary in length between 2 and 4 hours. Agenda items include correspondence, bylaws, public hearings, finance and budget, policy development and hearing delegations from the community.

Council is governed by the Municipal Government Act, as well as Acts and Regulation pertaining to the laws established by the Province of Alberta and of Canada.

Regular Meetings of Council - Dates

Town Council Meetings convene at 6:00pm in Council Chambers located in the Administration office (223 5th St. North).

Council Meetings are held on the first and third Monday of every month

If a regular meeting falls on a holiday, the meeting shall be on the next business day, unless regular council meeting is cancelled by resolution of council.

Mayors and Reeves

Mayors and Reeves across Southern Alberta meet to discuss issues that affect their municipalities and collectively agree on solutions to issues that arise.

Only the Mayor is appointed to this Board

Municipal Planning Commission

The Municipal Planning Commission shall be comprised of not more than three (3) persons, whom shall be elected members of Council.

The Municipal Planning Commission is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses, and schedules established in the municipal land use bylaw. Their decisions can be appealed.

3 Councillors	2 nd & 4 th Monday each month	Council Chambers @ 5:15p.m.
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1 Alternative	in case the appointed cannot make the meeting	
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Chinook Intermunicipal Subdivision and Development Appeal Board

The Chinook Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority (MPC) in accordance with the South Saskatchewan Regional Plan (SSRP), the Municipal Government Act (MGA), the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans.

It is comprised of no more than three (3) members, with no more than one (1) being an elected official and the other two (2) being non-elected officials who are persons at large. If two (2) or less persons are appointed as members, they must be non-elected persons at large.

The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines. A Board Member may only participate in appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.

2 Councillors as required (these 2 Councillor's must be different from MPC Members)

Deputy Mayor Cawley & Councillor Dorin certified in 2022 (3 years)

Inter-Municipal Development Authority

The Inter-Municipal Development Authority comprises of two (2) Town of Vauxhall Council members and two (2) MD of Taber Council members. This committee meets on an as required basis to discuss issues related to future subdivision and development of lands within the designated inter-municipal plan boundary and promotes the ongoing cooperation, consultation and coordination the MD of Taber and the Town of Vauxhall have established. The Inter-municipal Development Plan Bylaw 844-09 relates to the fringe area within 1 mile of the Town of Vauxhall.

This committee makes recommendations to Council only.

2 Councillors

Oldman River Regional Services Commission (ORRSC)

The Oldman River Regional Services Commission is a municipal cooperative professional planning organization that provides urban and rural municipal planning to 39 municipalities in southwestern Alberta, Canada. One member of Council is appointed as a member for ORRSC. They are para-municipal organization whose staff provides a variety of planning services to its member municipalities from day-to-day planning and development advice to the long-range planning responsibilities outlined in the Municipal Government Act. More specifically, they provide:

- Subdivision assistance and processing.
- Preparation and amendment of statutory plans and bylaws including: Municipal Development Plans, Land Use Bylaws, Area Structure Plans, Intermunicipal Development Plans.
- General planning advice.
- Mapping services including: legal base maps, registered plan inventory maps, land use district maps, land ownership maps, subdivision design, plotting.
- Research services including population projections and archived documents.
- Planning support to municipal staff.
- Subdivision and Development Appeal Board advice.
- Liaison with provincial departments and agencies.

1 Councillor Quarterly – March, June, September & December Lethbridge (ORRSC)@ 7:00p.m.
(Councillor does not have to be a member on the MPC)

Taber & District Housing

The Town of Vauxhall appoints one representative to the Taber and District Housing committee which also includes representation from the MD of Taber, Town of Taber and management of the Taber and District Housing Authority. The purpose of the committee is to manage Public Housing and Seniors Lodges within the Town of Vauxhall, Town of Taber, Village of Barnwell, and Hamlet of Grassy Lake.

- The next TDHF Board meeting is Thursday, November 4th @ 1:30 p.m.

1 Councillor

4th Thursday of the month 1:30-4:30pm

Taber

Barons-Eureka-Warner FCSS

FCSS is an 80/20 funding partnership between municipalities or Métis settlements, and the province. This is a multi-municipal organization governed by a Board of Directors.

This is information provided by FCSS

- They will have an online meeting option for Board members on **Nov 3rd at 4:00pm** for those who are unable to meet the COVID-19 Exception Program requirements at the Heritage Inn. However, we prefer Board members to attend in person as they will be voting for the positions of Chair and Vice-Chair.
- Board Agenda and Package will be ready by the end of this week.
- At the Board meeting all Board members will receive a full organizational binder, as well, I will lead new Board members through a FCSS orientation.

1 Councillor Monthly (the board will set the date & time of Meetings at the November meeting) Taber

Vauxhall Regional Fire Authority

The Regional Fire Authority is comprised of two (2) elected officials from the both the Town of Vauxhall and the MD of Taber. The authority also consists of four non-voting members, two (2) of which are appointed by fire department members and one additional individual appointed by each municipality. The purpose of this committee is to provide fire protection services to residents of the Town and MD of Taber.

The committee makes budget and other recommendations to Council.

2 Councillors

Quarterly

Vauxhall Fire Hall (meeting times change)

SouthGrow

SouthGrow is an economical development alliance of twenty-seven south central Alberta communities committed to working together to achieve prosperity for the region. SouthGrow's goal: to accelerate and enhance economic development and sustainability for communities in the SouthGrow Regional Initiative region. One (1) member of Council is appointed to SouthGrow to attend bi-monthly meetings.

1 Councillor

Bi-monthly Tuesdays (except summer)

Taber M.D Office (meeting times change)

1 Alternate

Vauxhall Library Board

The Vauxhall Library Board includes two (2) members of Council. The board meets to discuss issues related to the Public Library

2 Councillors

Quarterly

Vauxhall Library @ 6:00p.m.

Chinook Arch Library Board

One (1) member of Council is appointed to sit on the Chinook Arch Library Board which meets to discuss issues related to the Chinook Arch Library Board. This system includes 33 libraries in member municipalities.

1 Councillor

1st Thursday of April, August, and December

Lethbridge

(This Councillor is one of the members that sits on the Vauxhall Public Library Board)

Vauxhall & District Regional Water Commission

The Vauxhall & District Regional Water Commission consists of two (2) Councillors from the Town of Vauxhall and three (3) Councillors from the MD of Taber. The Commission has been established for the purpose of providing water treatment and water distribution services to the residents of the Town of Vauxhall, the Hamlet of Hays, and the Hamlet of Enchant.

2 Councillors or 1 Member at large

As required

Town Council Chambers

(Currently one representative is a member at Large-Richard Phillips)

Protective Services

The Town of Vauxhall appoints one (1) Councillor to the Protective Services Committee. Meetings are held jointly with representatives from the Town of Taber, MD of Taber, and Village of Barnwell. This committee meets to discuss emergency services issues and to foster partnerships with key community and social support groups such as RCMP, Alberta Emergency Management and Alberta Health Services for effective emergency preparedness.

1 Councillor

Quarterly

MD of Taber Council Chambers

RES: 14:336 MOVED by Councillor Kondor to elect the Chair of the Regional Fire Authority to represent the Town of Vauxhall as the second committee member for the Inter-municipal Protective Services Committee.

Veterans Memorial Highway #36

To advocate and promote the improvement and development of the Veterans Memorial Highway #36 as a local, regional, and international transportation route, to maximize upon the resulting benefits to the eastern corridor communities. The Association shall support all efforts to improve safety and encourage economic development and expansion of Highway 63 and 881 which are integral to the future of Highway 36.

1 Councillor

2 to 3 times a year

to be determined

Regional Assessment Review Board

We have entered into an agreement with Oldman River Regional Services Commission as the coordinator for property assessment complaints for the residents of the member municipalities.

Margaret Plumtree is our representative and recertified on May 28, 2021 does not have to recert for (3) years.

1 Councillor As required.

(Councillor Norris is working on certification)

Taber Regional Joint Economic Development Committee

The mandate of this committee is to facilitate information sharing among Taber and District Chamber of Commerce, the Vauxhall & District Chamber of Commerce, the MD of Taber, Town of Taber, Town of Vauxhall and Village of Barnwell. On current strategic initiatives and opportunities in the region.

2 Councillors Quarterly Taber

Vauxhall & District Chamber of Commerce

This is a volunteer organization of business owners and professionals committed to the promotion and improvement of trade and commerce for area businesspeople.

1 Councillor Monthly to be determined by the Chamber.

Pheasant Festival Committee

Promote the Annual Pheasant Festival held annually in October.

1 Councillor As required

Policy, Bylaw and Rate Committee

This committee supports Council to review Policy's, Bylaws and Rates and provide recommendations to Council.

2 Councillors As required Council Chambers

Vauxhall Community Center Advisory Committee

The sole purpose of this committee shall be to advise Council on the community center upgrades. This committee contains 2 members of council, and balance from members of Vauxhall and surrounding MD of Taber. No less than 5 members

2 Councillors As required Vauxhall

Intermunicipal Collaboration Committee

In October 2017, the Town of Vauxhall entered into an agreement with the MD of Taber with 4 main purposes

- To meet the requirement of the provincial legislation
- To entrench the philosophy and principles of collaboration for the 2 municipalities within an agreement
- To commit the municipalities to consultation and communication on intermunicipal matters.
- To clearly lay out a process that the partners to this agreement will deal with differences which occur from time to time in an efficient and in an appropriate manner for the purpose for maintaining their mutually beneficial relationship

This committee will serve as a non-decision-making body responsible for negotiation and management of intermunicipal opportunities and challenges. Comprised of elected official and administration the ICC will identify opportunities and prioritize intermunicipal actions for recommendation to the respective Councils.

3 Members of Council one of which is the Mayor As required

Vauxhall Emergency Advisory Committee – Per Bylaw 958-20

The Town has prepared a Municipal Emergency Management Plan, Council is responsible for the direction and control of the Town's emergency response, the preparation and approval of emergency plans and programs. Five members of Council are considered quorum with the Mayor or Deputy Mayor conducting the meeting.

This committee consists of all of Council As required.

Public Information Officer

A member of the Command Staff responsible for interfacing with internal clients, the public and media and/or with the other agencies with incident-related information requirements. This can be any member of Council but does require a calm individual when questions are being addressed to them.

1 Councillor As required.

Taber & District Solid Waste Management Committee

The Town of Vauxhall, Village of Barnwell, MD of Taber, and Town of Taber have an agreement to partner to establish, efficient, effective, and environmentally friendly municipal solid waste management systems. This committee comprise of 8 members, 2 of each from every participating municipality.

2 Councillors 2 or more times a year MD of Taber Chambers

Business and Tourism Committee

This committee is to promote, expand and enhance the business and tourism development of Vauxhall. This committee shall consist of Town of Vauxhall residents of not more than 7 members.

2 Councillors

As required

Vauxhall

Vauxhall Agricultural Society

1 Councillor

to be determined by the AG Society

VAUXHALL TOWN COUNCIL COMMITTEES AND MEMBERS – Appointed February 9, 2024

	Mayor Cawley	Councillor Coad	Councillor Dorin	Councillor Deleeuw	Deputy Mayor Forchuk	Councillor Zacharias	Councillor Norris
1.	Chinook Intermunicipal Subdivision & Development Appeal Board	Municipal Planning Commission	Chinook Intermunicipal Subdivision & Development Appeal Board (A)	Municipal Planning Commission (A)	Municipal Planning Commission	Regional Fire Authority	Oldman River Regional Services Commission
2.	Taber & District Solid Waste Management Committee Taber Regional Joint Economic Development	Committee (A)	SouthGrow (A)	Vx Public Library	Vx Public Library	Municipal Planning Commission	Vauxhall & District Water Services Commission
3.	Public Information Officer	SouthGrow	Veterans memorial Highway	Business and Tourism Committee	Taber & District Solid Waste Management Committee	Vx Ag Society	Veterans Memorial Highway
4.	Pheasant Festival	Inter-Municipal Development Authority	Business and Tourism Committee	Vx & District Chamber of Commerce	Inter-Municipal Development Authority		Reginal Assessment Review Board
5.	Vx Community Center Advisory Committee	Barons-Eureka-Warner FCSS	Vx Community Center Advisory Committee	Inter-Municipal Collaboration Committee	Policy, Bylaw & Rate Committee		
6.	Taber Regional Joint Economic Development Committee	Regional Fire Authority	Policy, Bylaw & Rate Committee	Protective Services	Chinook Arch Library Board		
7.	Vx & District Chamber of Commerce (A)	Taber & District Housing Foundation	Veterans memorial Highway	Vx Ag Society (A)			
8.	Mayors & Reeves	Inter-Municipal Collaboration Committee		Taber Regional Joint Economic Development Committee			
9.	Inter-Municipal Collaboration Committee						
10.							
11.							

All of Council: Vauxhall Emergency Advisory Committee

6b.



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Calgary-Hays

AR113531

March 18, 2024

Dear Chief Elected Officials:

Municipal Affairs has been working with the Assessment Model Review (AMR) Steering Committee comprised of industry, assessors, and municipal partners, such as Alberta Municipalities and the Rural Municipalities of Alberta.

The committee was tasked with designing an engagement approach to update the regulated property assessment system. I support the approach and I am pleased to share that engagement will begin this year. We have a shared vision to ensure the AMR is deliberate, evidence-based, and stakeholder-driven.

The AMR will be a multi-year process to review the policies, procedures, and rates that form the regulated property assessment framework. We will engage with municipal associations, industry representatives, and professional assessors throughout the duration of the AMR.

The review of the foundational policies – principles, assessment year modifiers, and the policy document that determines how assessable costs are reported for major projects, the Construction Cost Reporting Guide – will occur in 2024. Any resulting policy and regulatory changes would not be implemented any sooner than 2025.

Reviews of the assessment models for individual property types will then occur from 2025 through 2027 in two stages. These reviews will be followed by broad and direct engagement with municipalities and industry to consider the impacts of the new assessment models on revenue. Discussions of potential impacts will also include stakeholder-centered implementation strategies. To be clear, your municipality will be directly engaged on the overall results of the AMR and the potential impacts. The final decision by government on any changes to assessment models will be sought in 2028. Attached is a visual representation of the upcoming AMR engagement, and a frequently asked question document for your use.

Thank you for working in partnership with the province on this crucial task. Please continue to share your perspectives with both my department and your municipal association. I look forward to working with you and your municipal associations on this important initiative.

Sincerely,

Ric McIver
Minister

.../2

cc: Chief Administrative Officers
Tyler Gandam, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta

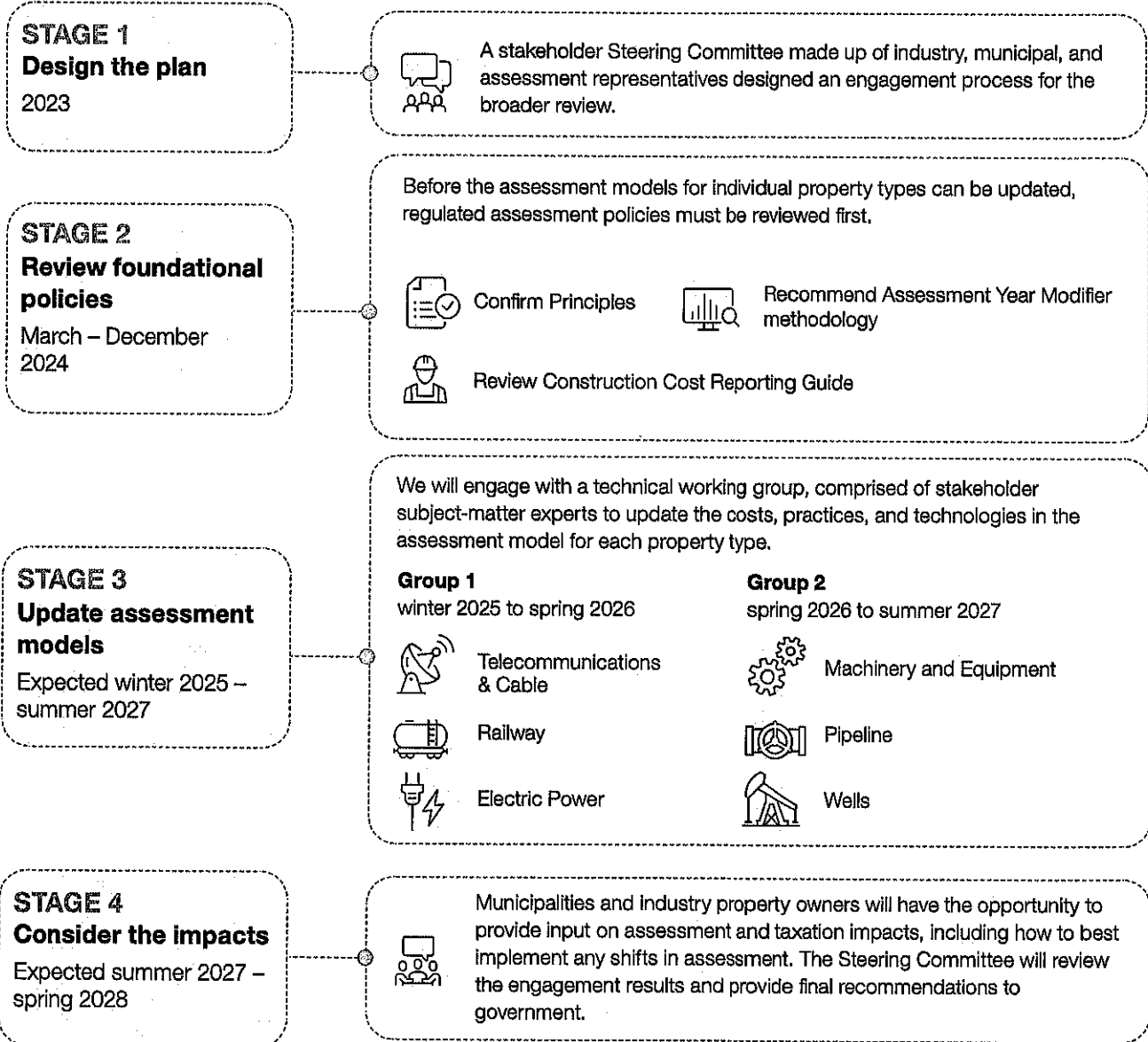
Attachments

- Infographic
- Assessment Model Review: Frequently Asked Questions

Regulated property assessment model review (AMR)

The Assessment Model Review process will update Alberta's regulated property assessment system resulting in fairer valuation of regulated property.

Stakeholder Engagement



Key municipal, industry, and assessment stakeholders will be engaged during each stage of the AMR process. For any questions, please contact the AMR Team at ma.amr@gov.ab.ca.

For more information visit alberta.ca/regulated-property-assessment-model-engagement





Frequently Asked Questions Assessment Model Review

What are the properties that will be reviewed during the Assessment Model Review (AMR)?

Regulated properties, which include electric power systems, telecommunication and cable systems, pipelines, wells, and railway will be reviewed during the AMR process.

When will the results of the AMR be implemented?

Any government decisions on any changes to assessment models would be sought in spring or summer 2028, with implementation to follow.

The last model review was paused; how will this one be different?

In general, the previous attempts to review assessment models relied too heavily on a technical approach without a clear plan to broadly engage stakeholders in all phases of the process.

This one will be different, as this engagement approach seeks to mitigate potential controversy to the extent possible through a clear transparent stakeholder-driven process. Assessment discussions will be principle- and evidence-based, and will be separate from discussion of potential tax impacts and mitigation strategies for any resulting assessment changes.

The stakeholder steering committee that designed the engagement plan for this review will also work throughout the process to ensure the input of the represented stakeholders is considered, and will work according to jointly draft guiding principles to resolve challenges.

How are stakeholders able to participate?

Stakeholders are encouraged to provide feedback during each specific stage of the AMR process, either through their steering committee representative (list provided below) or by sending their comments to the AMR Team at ma.amr@gov.ab.ca.

How will we know the status/updates of the AMR process?

Status updates will be communicated to steering committee representatives (list provided below) and posted to the AMR website at <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Which groups are impacted by the AMR process?

Municipalities and regulated property owners may be impacted by changes in assessment values at the conclusion of the AMR process.

What are the timelines for the AMR process?

The review of AMR Principles, Assessment Year Modifiers, and the Construction Cost Reporting Guide will occur in 2024. Government will consider any resulting policy and regulatory changes in early 2025.

Reviews of the assessment models for individual regulated property types will then occur in two stages, from 2025-27.

Following this, we will begin broader engagement to comprehensively consider and understand the potential assessment and tax impacts of the new models. We will work with stakeholders to evaluate any mitigation or implementation strategies required.

Final government decisions on any changes to assessment models would be sought in 2028.

For further details please visit <https://www.alberta.ca/regulated-property-assessment-model-engagement>.

Have tax implications been considered for the AMR process?

Following preparation of new assessment models, broad engagement will be initiated with municipalities and industry groups. Stakeholders will have the opportunity to provide input during this stage of the process.

Final government decisions on any changes to assessment models would be sought after this input is received and considered.

Who is the main government contact for the AMR process?

To contact Municipal Affairs during the AMR process, please contact the AMR Team toll-free by first dialing 310-0000, then 780-422-1377, or at ma.amr@gov.ab.ca.

Which stakeholder groups are represented on the steering committee?

The steering committee is comprised of representatives from the following organizations:

- Alberta Assessors' Association
- Alberta Federation of Rural Electrification Associations
- Alberta Municipalities
- Alberta Rural Municipal Administrators' Association
- Bell MTS
- Canadian Association of Petroleum Producers
- Canadian National Railway Company
- Canadian Pacific Railway Company
- Canadian Property Tax Association
- Canadian Renewable Energy Association
- Capital Power
- Chemistry Industry Association of Canada
- Explorers and Producers Association of Canada
- Federation of Gas Co-ops
- FORTIS Alberta
- Independent Power Producers Society of Alberta
- Local Government Administration Association of Alberta
- Northeast Capital Industry Association
- Pipeline Property Tax Group
- Rogers Communications
- Rural Municipalities of Alberta
- TELUS

Volunteer. Donate. Make a Change.
www.volunteer.org



Thank You 

Town of Vauxhall,
Thank you for your donation to the OWC!
Your donation helps us to continue
our on-the-ground restoration
work, education programs, and
stewardship initiatives.

- The OWC team

The watershed is a better place,
because of people like you.



oldmanwatershed.ca

**TOWN OF VAUXHALL
IN THE PROVINCE OF ALBERTA**

BYLAW NO. 979-21

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 Vauxhall;

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 Vauxhall, 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) "Member" means a member of Council and includes a councillor or the Mayor;

-OR-

- (j) "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;
- (k) "Municipality" means the municipal corporation of the Town of Vauxhall.

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 a closed meeting, 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 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. In the course of their duties, Members may also become privy to confidential information received outside of a "Closed 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. 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 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. 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.

Remuneration and Expenses

- 13.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 13.4. 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.

Gifts and Hospitality

- 13.5. 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.
- 13.6. 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 one hundred dollars (\$100.00)
- 13.7. 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.

Election Campaigns

- 13.8. 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.

Informal Complaint Process

- 13.9. Any person who has identified or witnessed conduct by a Member that the 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.
- 13.10. 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. Any person who has identified or witnessed conduct by a Member that the 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) 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.

Bylaw 935-18 is hereby repealed

READ a First time this 18th day of October 2021.

READ a Second time this 18th day of October 2021.

READ a Third time this 1st day of November 2021.



MAYOR



CHIEF ADMINISTRATIVE OFFICER