



**COMMITTEE OF THE WHOLE
MEETING AGENDA**
Wednesday, February 7, 2024 at 8:30 a.m.
Council Chambers, Town Hall
Zoom Link

1. **Call to Order**
2. **Agenda Approval**
3. **Scheduled Delegations**
 - 3.1 Staff Introductions:
Brian Millis – Manager of Human Resources and Occupational Health & Safety
Stephen Burnell – Director of Operations and Infrastructure
Ben Letemplier – Operations Manager
Kim Kozak - Planning and Development Officer
Kim Uhersky – Communications Marketing and Community Engagement Officer
4. **Committee Reports**
5. **Administration**
6. **Business Arising from the Minutes**
7. **Policy**
 - 7.1 Council Code of Conduct Bylaw 1622-24 (Page 2)
 - 7.2 Bylaw 1606 Economic Development Committee Bylaw and Community Housing Committee Terms of Reference (Page 40)
8. **New Business**
 - 8.1 CFEP Grant Letter of Support (Page 53)
 - 8.2 SASCI Request to Town of Pincher Creek for Letter of Support (Page 56)
 - 8.3 Mayors Course Request (Page 60)
 - 8.4 Exemplary Service Medal Recommendation Pat Neumann (Page 66)
9. **Closed Session Discussion**
10. **Adjournment**



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Council Code of Conduct Bylaw 1622-24	
PRESENTED BY: Lisa Goss, Legislative Service Manager	DATE OF MEETING: 2/7/2024

PURPOSE:

For Council to consider updates to the Council Code of Conduct Bylaw 1622.

RECOMMENDATION:

That Council for the Town of Pincher Creek direct administration to prepare and present Council Code of Conduct Bylaw 1622-24 for first reading.

BACKGROUND/HISTORY:

At the November 1, 2023 Committee of the Whole meeting direction was given to administration to prepare amendments to the Council Code of Conduct Bylaw 1622 for Council consideration (COTW 2023-184).

The Code of Conduct Bylaw was initially adopted in 2018 following the 2017 election in accordance with section 145 of the Municipal Government Act with minor amendments in 2021 following that election cycle.

However, as shown in the attached "Councillor Codes of Conduct - A Guide for Municipalities", the Town of Pincher Creek's Council code of Conduct Bylaw does not include many of the subject areas that are listed and can be incorporated into the Bylaw, which can serve to guide and clarify some of the roles and duties of members of Council on behalf of the Town.

Having an updated Code of Conduct Bylaw which is easily accessible to the public can potentially attract community members who may be interested in running for and serving on Council in the future.

ALTERNATIVES:

That Council for the Town of Pincher Creek receive the information regarding Council Code of Conduct Bylaw 1622-24 as information.

That Council for the Town of Pincher Creek direct administration to prepare amendments to the draft Council Code of Conduct Bylaw 1622-24 prior to presenting for first reading.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

In accordance with the Terms of Reference for the Policy Review Committee, the criteria for prioritizing policy review is as follows;

1. Legislation Driven
2. Areas of Concern
3. Financial Policy
4. Policies to be Rescinded

FINANCIAL IMPLICATIONS:

None at this time.

PUBLIC RELATIONS IMPLICATIONS:

An updated Council Code of Conduct Bylaw would provide clearer direction for Council and the public regarding the conduct of members of council, council committees and other bodies established by council.

ATTACHMENTS:

Bylaw 1622-18 Council Code of Conduct with new council signatures - 3328

Bylaw No 1622-24 - Council Code of Conduct - DRAFT - 3328

councillor_codes_of_conduct_guidance_document_-_final - 3328

CONCLUSION/SUMMARY:

Administration supports that Council for the Town of Pincher Creek consider Council Code of Conduct Bylaw 1622-24 for first reading.

Signatures:

Department Head:

Lisa Goss

CAO:

Doug Henderson



**BYLAW NO. 1622-18
OF THE TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF PINCHER CREEK 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 Section 3 of the Municipal Government Act states the purposes of a municipality.

WHEREAS Section 145(b) of the Municipal Government Act states that "A council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by council, the conduct of councilors and the conduct of members of council committees and other bodies established by the council."

WHEREAS Section 153(b) of the Municipal Government Act states the general duties of councillors.

WHEREAS the Council for the Town of Pincher Creek wishes to enact a bylaw to provide for a Code of Conduct for Members of Council, Council Committees and other Bodies Established by the Council;

NOW THEREFOR the Council for the Town of Pincher Creek in the Province of Alberta enacts as follows:

1. That the Municipal Council Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council, Schedule "A", attached hereto and forming part of this Bylaw be adopted;
2. That the Procedure for Council Code of Conduct – Breaches and Sanctions, Schedule "B", attached hereto and forming part of this Bylaw be adopted;
3. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".
4. This Bylaw comes into full force and effect when it has received third (3rd) reading and has been signed in accordance with the Municipal Government Act.

READ A FIRST TIME THIS 26 DAY OF FEBRUARY, 2018, A.D.



Mayor, Don Anderberg




CAO, Laurie Wilgosh

READ A SECOND TIME THIS 12 DAY OF MARCH, 2018, A.D.



Mayor, Don Anderberg




CAO, Laurie Wilgosh

READ A THIRD TIME THIS 12 DAY OF MARCH, 2018, A.D.



Mayor, Don Anderberg



CAO, Laurie Wilgosh

Schedule A

1. Council Representation:
 - a) Municipal Councilors, which include the Mayor are the elected Officials and governing body of the Town of Pincher Creek, whose role and responsibility is to represent the municipality.
 - b) The Mayor is the official voice of the Municipality and all of Council must recognize that they will be called to communicate on behalf of the Town of Pincher Creek.
 - c) Members of Council must at all times respect the decision making process of the municipality as provided in the Procedural Bylaw # 1596-17 and amendments thereto.
 - d) Members of Council must be mindful of and adhere to the approved Policies, Procedures and Bylaws of the Town of Pincher Creek.
 - e) Council member interactions must be respectful at all times with other councilors, municipal staff, members of the public and others.
 - f) Council members will be provided and privy to confidential information which must remain confidential until such time as Council business requires it to be made public, and must otherwise be vigilant to keep the information confidential permanently.
 - g) Council members must be vigilant to avoid any perception or actual activity which may be seen as a Conflict of Interest, with Council business. As a municipal representative, the municipal organization's best interest must always be a councilor's priority.
 - h) Council members must never use their influence as the elected representative for personal advantage.
 - i) Council members must be responsible stewards of the municipal assets and services, and abstain from seeking personal benefit of same.
 - j) Council members will be offered an orientation within 90 days of being elected to municipal council, and will be expected to avail themselves of that opportunity, in order to gain knowledge about the municipality and their respective roles and responsibilities.
 - k) Council members must recognize the role of administration and respect the position of the Chief Administrative Officer as head of the municipal staff.

Schedule B

Council Code of Conduct – Breaches and Sanctions

Complaint process:

Organizations or individuals (including the public, Council Members or Municipal Employees;

- Who have identified or witnessed any prohibited activity by a Town Council member
- Who have witnessed or experienced discriminatory treatment by a Council member
- Who have witnessed or experienced harassment by a Council member, all under this Code of Conduct, may address the behavior or activity as follows:

Provide a letter outlining the complaint, with any witnesses or proof of allegation to the Mayor of Pincher Creek. If the complaint is regarding the Mayor, the complaint should be provided in confidence to the Deputy Mayor. A review and investigation into the allegation of misconduct must take place within 40 days following the initial complaint. If the complaint is found to be valid, the following sanction(s) may be imposed by a resolution of Council:

- a) A letter of reprimand addressed to the Council member, citing the resolution number of council,
- b) A request to the Council member for a verbal or formal letter of apology to be provided to the complainant
- c) A publication of a letter of reprimand or request for apology from Council to the offending member of Council, with a copy of the written apology
- d) A requirement as directed by Council for the offending member of Council to attend appropriate training
- e) A suspension or removal of the appointment of the Council member as the Chief Elected Official under section 150(2) of the M.G.A.
- f) A suspension or removal of the appointment of a councilor as the deputy chief elected official or acting chief elected official of section 152 of the M.G.A,
- g) A suspension or removal of the chief elected official's presiding duties under section 154 of the M.G.A.
- h) A suspension or removal from some or all Council committees and organizations that Council has a right to be appointed
- i) A reduction or suspension of remuneration as per section 275.1 of the M.G.A. corresponding to the reduction in duties, with the exception of remuneration for Council meeting attendance
- j) In addition, Town Council may choose to report the misconduct to Alberta Municipal Affairs
- k) The complainant may choose to file a complaint with Alberta Human Rights

The sanctions above may not include disqualification of the offending Town Council Member. Retaliation against the complainant will not be tolerated and may be subject to further consequences

Bylaw 1622-18

The Code of Conduct will be reviewed by Town Council at a minimum of every four years, following the municipal election.

I have read and fully understand the contents of the Town of Pincher Creek Council Code of Conduct.

Member's Name Don Anderberg

Members Signature




Date

10 NOV 2021

Member's Name Mark Barber

Members Signature



Date

Nov 8/21

Member's Name Wayne Elliott

Members Signature




Date

9 DEC 21

Member's Name David Green

Members Signature



Date

NOV 8/21

Member's Name Sahra Nodge

Members Signature

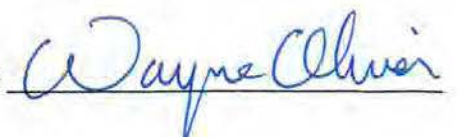


Date

NOV 8/21

Member's Name Wayne Oliver

Members Signature

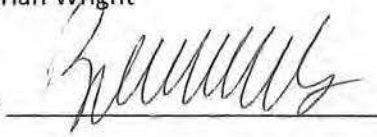


Date

Nov 30/21

Member's Name Brian Wright

Members Signature



Date

NOV 8/21



**BYLAW NO. 1622-24
OF THE TOWN OF PINCHER CREEK
IN THE PROVINCE OF ALBERTA**

BEING A BYLAW OF THE TOWN OF PINCHER CREEK 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, 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 Pincher Creek;

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 Pincher Creek 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 Chief Administrative Officer;
- (c) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate;

- (d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A 2000, c F-25, any associated regulations, and any amendments or successor legislation;
- (e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;
- (f) "Member" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) "Municipality" means the municipal corporation of the Town of Pincher Creek.

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 direct 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 discussion, 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 Members 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.

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.

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 the duties as a Member.

13. Orientation and Other Training Attendance

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

14. Informal Complaint Process

- 14.1 Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- (a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- (b) Requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

14.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

15. Formal Complaint Process

15.1 Any person or Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and make 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.

16. Compliance and Enforcement

- 16.1 Members shall uphold the letter and the spirit and intent of this Bylaw.
- 16.2 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 16.3 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.
- 16.4 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 of 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.

17. Review

- 17.1 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 _____, 2024.

READ A SECOND TIME THIS __ DAY OF _____, 2024.

READ A THIRD TIME THIS __ DAY OF _____, 2024.

Mayor, Don Anderberg

CAO, Doug Henderson

DRAFT

Councillor Codes of Conduct

A Guide for Municipalities



Councillor Codes of Conduct: A Guide for Municipalities

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The following has been prepared by the Alberta Association of Municipal Districts and Counties (AAMDC), and the Alberta Urban Municipalities Association (AUMA), in partnership with Brownlee LLP.

This Guidance Document is an educational tool that contains general information intended to assist municipalities in developing a Council Code of Conduct Bylaw. This information is NOT a substitute for legal advice and municipalities are encouraged to consult with their legal advisors.

Part 1: The Councillor Code of Conduct Guide

I. What is a Code of Conduct?

A Code of Conduct sets standards to govern people's actions. Typically, a Code of Conduct will outline behaviour that is acceptable and behaviour that is prohibited; it may also include a statement of principles that set out an organization's values which can help guide decision making when the Code of Conduct is silent on a particular matter.

There is currently no set format or model for a Councillor Code of Conduct (Code). Some Codes are aspirational: setting out principled standards of conduct councillors ought to aspire to. Other Codes are prescriptive: laying out prohibitions and rules councillors must abide by or risk sanction. The most effective Codes are a hybrid of both, combining core values and key principles related to the holding of public office and outlining those behaviours and conduct councillors are obliged to model or avoid.

II. Why adopt a Councillor Code of Conduct?

In Alberta, many municipalities have code of conduct policies that apply to their employees; however, it is less common to find a Code that applies to councillors. Although many issues addressed in an employee code may equally apply to councillors, councillors are not municipal employees.

The *Municipal Government Act* establishes the general duties of all councillors and requires that all councillors take the official oath prior to assuming office.¹ It establishes rules regarding pecuniary interests² and specifies what events/conduct will cause a councillor to be disqualified from holding office.³ Despite this, the *Municipal Government Act* does not address councillor conduct that falls short of being a disqualifying event. Instead, the Legislature has seen fit to leave it to each Council to consider how it will govern itself and, accordingly, has delegated authority to a Council to pass bylaws in relation to the conduct of Council and councillors.⁴

III. Why have Councillor Codes of Conduct become mandatory?

In recent years, there is an increased recognition that municipalities benefit from a more detailed and comprehensive Code that governs Council and which complements legislation. In some jurisdictions, such codes have been mandatory for some time.⁵ A Code is one aspect of accountability and transparency both internally, among councillors and between Council and Administration, as well as externally, to the public at large.

In 2016, when the Government of Alberta sought feedback on the current *Municipal Government Act*, it received submissions about councillor conduct. These included submissions that Codes needed to be updated and enforced; that disciplinary sanctions, systems and tools to discourage inappropriate conduct needed to be considered in order

¹ MGA, ss. 153, 155 and 156 respectively.

² MGA, ss. 169-173.

³ MGA, ss. 174-179.

⁴ MGA, s. 145.

⁵ For example, Ontario and Saskatchewan.

to hold councillors accountable; and, that municipalities should have the power to determine the accountability of their councillors through the creation and enforcement of a Code. Submissions were also made about mechanisms to remove councillors and disallowing disqualified councillors from seeking re-election.

The result of these consultations led to the provisions in Bill 20, *Municipal Government Amendment Act, 2015.a*.

IV. What do the new *Municipal Government Act* amendments require?

Bill 20, *Municipal Government Amendment Act, 2015* came into force on October 26, 2017. It amends the *Municipal Government Act* to provide that Council must, by bylaw, establish a Code to govern all councillors equally, by **July 23, 2018**. It also provides that councillors cannot be disqualified or removed from office for a breach of the Code. Further, it amended the councillor duties listed in section 153 to include the duty that councillors adhere to the Code established by Council.

The *Code of Conduct for Elected Officials Regulation, AR 200/2017 (Regulation)* also came into force on October 26, 2017. The *Regulation* sets out the topics each municipality's Code must include.

According to the *Municipal Government Act* and the *Regulation*, Codes must, at minimum, address the following topics:

- a. representing the municipality;
- b. communicating on behalf of the municipality;
- c. respecting the decision-making process;
- d. adherence to policies, procedures and bylaws;
- e. respectful interactions with councillors, staff, the public and others;
- f. confidential information;
- g. conflicts of interest;
- h. improper use of influence;
- i. use of municipal assets and services; and,
- j. orientation and other training attendance.

Additionally, Codes must:

- a. adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- b. incorporate by reference any matter required in the Code that is in addressed or included in another bylaw; and

- c. include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

Council is to consider ss. 3 and 153 of the *Municipal Government Act* when drafting their Code, but Council is prohibited from including provisions or sanctions that prevent a councillor from fulfilling their legislated duties as a councillor.

What kinds of conduct should be addressed under each of the topics?

The topics enumerated in the *Municipal Government Act* and the *Regulation* are purposefully broad, leaving it open to each Council to determine its values and prescribe conduct that will govern individual councillors. Alberta Municipal Affairs has developed an "Implementation Fact Sheet" for Codes which outlines the intent and rationale of each of the topics, as noted below.⁶ However, there are a number of issues Council may want to consider in relation to each topic as it develops its Code.

a. *Representing the municipality: to build and inspire public trust and confidence in local government by upholding high standards and ideals*

Council may want to consider its key values and principles under this topic. Council should consider the purposes of a municipality⁷ and the general duties of councillors⁸, particularly the duty to consider the welfare and interests of the municipality as a whole and to bring to Council's attention to anything that would promote the welfare or interests of the municipality. In addition, Council may want to provide that councillors should aspire to be good public role models by governing their public behaviours in accordance with Code and ensuring they conduct their personal affairs with integrity in accordance with the law.

b. *Communicating on behalf of the municipality: to promote public confidence by respecting the process established by council for communicating with the public on behalf of council*

Council may want to consider establishing communication protocols in its Code to address a number of communication issues, including: which councillor or councillors speak on behalf of Council when a matter is decided upon (usually this would be the Mayor/Reeve), how Council and individual councillors address the media, and how Council and individual councillors address communications with third parties, particularly other levels of government.

Council may also want to clarify that communications concerning matters of a political nature should be directed through the Mayor/Reeve whereas matters of an administrative/operational nature are to be directed through the Chief Administrative Officer (CAO). With respect to political matters, the Code should set limits on the

⁶ See "Implementation Fact Sheet: Code for Elected Officials" at <https://open.alberta.ca/dataset/ab5db63d-302c-4c1b-b777-1eeb0fe23090/resource/7909d159-924a-4429-a3ea-062d1197e136/download/Code-of-Conduct-for-Elected-Officials.pdf>.

⁷ MGA, s. 3.

⁸ MGA, s. 153.

Mayor/Reeve's authority and confirm that the Mayor/Reeve must be careful to communicate only positions approved by Council as a whole.

c. Respecting the decision-making process: to support effective decision-making through the processes set out in legislation and local bylaws for making decisions

The *Municipal Government Act* requires Council to conduct its deliberations and make its decisions in public, save for exceptions expressly set out in the *Municipal Government Act*. Therefore, Council may want to include provisions in its Code that require councillors to bring their issues, correspondence, secondary materials and information to the attention of all of Council by placing such matters on the agenda or presenting the information to Council in accordance with the process set out by Council. These types of provisions should be consistent with the Council Procedure Bylaw, specifically those provisions dealing with public meeting requirements and agenda processes.

Council may also want its Code to affirm that Council as a whole maintains the authority for all decision-making and that an individual councillor must not purport to bind Council, either by publicly expressing personal views on behalf of Council when not authorized to do so or by giving direction to Administration. Your Code may reinforce that Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum.⁹ Your Code may confirm that once Council makes a decision, individual councillors should respect the decision and should not attempt to undermine it.

d. Adherence to policies, procedures and bylaws: to promote service of the public interest and show leadership up holding legislation, local bylaws and policies adopted by council

Council should include provisions in its Code that require individual councillors to abide by and uphold legislation, local bylaws and policies adopted by Council. Council may also want to include provisions that disallow councillors from encouraging the public to disobey or disrespect laws, bylaws or council policies.

e. Respectful interactions with councillors, staff, the public and others: to promote treatment of council members, municipal employees, and others with dignity, understanding and respect

The Code should recognize the different roles and responsibilities of Administration, Council and individual councillors. The *Municipal Government Act* provides that councillors are to obtain information about the operation or administration of the municipality from the CAO or someone designated by the CAO.¹⁰ Moreover, councillors must avoid involving themselves in matters of Administration, which fall within the jurisdiction of the CAO.¹¹ The Code should be consistent with these statutory requirements.

⁹ MGA, ss. 180 and 181.

¹⁰ MGA, s. 207(c).

¹¹ MGA, s. 201(2).

As such, Council may want to establish provisions in its Code for making inquiries of Administration outside of Council meetings. The Code may outline the manner in which inquiries are made of Administration and should stipulate that any information provided in response to a councillor inquiry is provided to all of Council.¹² The Code should be consistent with any existing Council Procedures Bylaw or any such Bylaw must be amended concurrently with the adoption of the Code.

Council may also want to include communication protocols when a member of the public makes an inquiry to a councillor and when a councillor, as a member of the public, makes an inquiry to Administration.

f. Confidential information: *to promote public trust by refraining from using information in a way that would be detrimental to the public interest*

The *Municipal Government Act* provides that a councillor must keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.¹³ However, councillors may also be privy to confidential information received outside of an *in-camera* meeting. As such, Council may wish to broaden the definition of confidential information and prohibit disclosure unless such disclosure is required by law.

It should be noted that the determination of whether confidential information ought to be disclosed is not the decision of an individual councillor. In general, it is a decision that ought to be made by Council as a whole. In the case of information requests made under the *Freedom of Information and Protection of Privacy Act* (FOIP), the determination of whether such information should be released is made by the head of the municipality for the purposes of FOIP.

In order to reduce the risk of unauthorized disclosure of confidential information (inadvertent or otherwise), Council may want to include provisions in its Code that require councillors to return all confidential documents at the conclusion of an *in-camera* portion of a meeting. Further, your Code may remind councillors that it is an offence to willfully collect, use or disclose personal information in contravention of Part 2 of FOIP. A conviction for an offence under this legislation carries with it a fine of up to \$10,000.

g. Conflicts of interest: *to promote public trust by refraining from exploiting the position of councillor for private reasons or that would bring discredit to the office*

The *Municipal Government Act* addresses both the process by which a councillor must deal with pecuniary (i.e. financial) conflicts of interest and the sanctions.¹⁴ Your Code may affirm the importance of abiding by these provisions and should confirm that the determination of whether a councillor has a pecuniary interest is a decision to be made by the individual councillor. Council cannot draft provisions in its Code that allow Council the discretion to dictate whether a councillor must recuse him or herself from discussion of a particular matter.

¹² MGA, s. 153.1.

¹³ MGA, s. 153(e).

¹⁴ MGA, ss. 169-172.

Although councillors must make their own determination about conflicts of interest, a councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before Council. Council may go further and include provisions in its Code that encourage a councillor to obtain *independent* legal advice on a potential conflict. If Council includes such provisions, it should address whether the municipality will pay for (or reimburse) a councillor for obtaining independent legal advice and under what circumstances, or whether such advice is obtained at the councillor's sole expense.

With respect to non-financial conflicts of interest, it is important to remember that the Code cannot include provisions or sanctions that prevent a councillor from fulfilling his or her legislated duties as a councillor¹⁵, including the duty to vote.¹⁶ Therefore the Code cannot create additional duties that require councillors to abstain for non-financial conflicts of interest, but it may include value statements that guide councillor conduct in this regard including statements about acting in the interests of the municipality as a whole, keeping an open mind, allowing affected persons fair and reasonable opportunities to share their views and considering all arguments fairly and thoughtfully before making a decision.

h. Improper use of influence: *to promote the priority of municipal interests over the individual interests of councillors, and to refrain from seeking to influence decisions for personal reasons*

Council should emphasize the importance of advocating for the municipality as a whole in its Code. It should also include statements that promote municipal interests over individual interests, including individual councillor interests. Council should also prohibit councillors from using their influence inappropriately, including to obtain employment with the municipality for themselves, close friends or family, to give individuals or organizations preferential treatment, to act as an agent or advocate of an individual or organization before Council or any of its committees, and to influence members of any adjudicative body whose members are appointed by Council, such as the Subdivision and Development Appeal Board or the Local or Composite Assessment Review Board.

Additionally, Council may want to reiterate the federal *Criminal Code* prohibitions against municipal corruption.¹⁷ The *Criminal Code* states that councillors shall not use the influence of their office for any purpose other than the exercise of their official duties and shall not use their office for any private advantage, sell their vote or receive any preferential treatment from or provide any preferential treatment to another person or corporation.

i. Use of municipal assets and services: *to promote stewardship and public trust by refraining from the use of municipal assets or resources for personal reasons*

Councillors may, by virtue of their office, have access to various municipal property, equipment and supplies. Council must include provisions in its Code addressing appropriate access and use. Council may want to limit use for municipal and council purposes and disallow business use, personal use or profit. Council may also want to

¹⁵ *Regulation*, s. 6.

¹⁶ *MGA*, s. 174(1)(f).

¹⁷ *Criminal Code of Canada*, s. 123.

address appropriate use of electronic devices (i.e. visiting appropriate sites, streaming and downloading limits, roaming charges).

j. Orientation and other training attendance: to promote effective leadership and personal development by accessing training opportunities

The amendments to the *Municipal Government Act* include a provision that municipalities must offer orientation to councillors within 90 days of the councillor taking the oath of office.¹⁸ Council must draft provisions that address orientation and may want to require councillor attendance at orientation and other training as determined by Council.

V. Are there sanctions for breaching the Code?

Without an enforcement mechanism, a Code is merely a series of guidelines. A Code must establish procedures and consequences in the event a councillor fails to adhere to any provision contained in the Code. This will require designating a person or persons for overseeing compliance of the Code.

The *Regulation* provides that sanctions may be imposed if a councillor fails to adhere to the Code and it provides a list of possible sanctions. These include the following:

- a. a letter of reprimand addressed to the councillor;
- b. requesting the councillor to issue a letter of apology;
- c. publication of a letter of reprimand or request for apology and the councillor's response;
- d. a requirement to attend training;
- e. suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *Municipal Government Act*;
- f. suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *Municipal Government Act*;
- g. suspension or removal of the chief elected official's presiding duties under section 154 of the *Municipal Government Act*;
- h. suspension or removal from some or all council committees and bodies to which council has the right to appoint members; and,
- i. reduction or suspension of remuneration as defined in section 275.1 of the *Municipal Government Act* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

Council may choose to adopt some or all the sanctions listed in the *Regulation*. Arguably, Council may also choose to adopt other sanctions more directly related to addressing the breach of the Code, such as limiting council related travel and/or expenses, requiring the return of certain municipal property, limiting access to certain municipal facilities or

¹⁸ MGA, s. 201.1(1).

restricting how documents are provided to the councillor. If Council decides to adopt any of these sanctions, it is important to remember that any sanctions that are imposed cannot have the effect of preventing a councillor from carrying out his or her legislated responsibilities under the *Municipal Government Act*. Additionally, Council does not have the authority to remove a councillor from office; only a Court or the Minister of Municipal Affairs can do so.¹⁹

VI. Who should enforce the Code?

Although the recent amendments to the *Municipal Government Act* have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

Each Code must have a complaint system. Council must develop a system which considers the following:

- a. Who can make complaints? – Fellow Councillors? Administration? Ratepayers? The general public? Affected parties? All the above?
- b. How will complaints be made? - Do complaints have to be in writing? To whom must complaints be made or given? Will anonymous complaints be accepted?
- c. How will Council determine if a complaint is valid? - Who will conduct the investigation? Will all complaints require a formal investigation? Will there be a mechanism to address/dismiss invalid, frivolous or vexatious complaints?
- d. How will sanctions be imposed? – What will be considered in deciding which sanction to impose?

Your Code must specify who can make complaints and who will receive complaints. If complaints are to be handled internally by Council, complaints may be received by the Mayor/Reeve but there should be an alternate person, such as the Deputy Mayor/Reeve, if the complaint is about the Mayor/Reeve. Alternatively, complaints could be directed to a third party investigator or independent integrity commissioner (if Council creates such an office) but it is not appropriate for complaints to be directed to the CAO or staff in Administration for investigation.

Council may want to consider if it will have an initial informal complaint process which must be engaged prior to accessing a formal complaint process. Council should have a process to vet complaints to determine if a complaint is invalid, frivolous or vexatious and the Code should outline what it will do with such complaints.

The Code should also address who will investigate complaints and how they will be investigated. It may be Council as a whole, or authority may be delegated to the Mayor/Reeve to investigate complaints. Alternatively, Council may want to create a local or even an intermunicipal council committee comprised entirely of councillors or public members or a combination of both to investigate complaints. A further option would be to

¹⁹ MGA, ss. 175-178 and 572-574 respectively.

assign an independent third party to investigate complaints, either through retaining an external consultant on an ad hoc or standing basis or by establishing an office of the integrity commissioner. If Council chooses to tailor investigations to the nature of the complaint, the Code should identify the factors that would trigger a particular type of investigation (Mayor/Reeve versus council committee versus third party) and the process for setting up each investigation (how would the committee be formed or how would the third party be retained).

Although the *Municipal Government Act* and the *Regulation* require every Code to include a complaint process, neither imposes a specific process on Council. Therefore, in deciding what type of complaint process to adopt, Council should consider the following:

- Availability of resources and/or expertise;
- Costs;
- Formality of process;
- Seriousness of complaint; and
- Level of independence.

In enforcing the Code, Council must bear in mind that principles of natural justice and procedural fairness likely apply to Council sanctions. In other words, prior to imposing any sanction, the accused councillor should be provided with notice as to the nature of the alleged contravention of the Code and the potential sanction(s) as well as a right to respond to the allegation. Procedurally, after reviewing the results of the investigation and receiving the submissions from the accused councillor, Council should withdraw *in-camera* to consider whether a breach has been established. If there is no consensus then separate reasons can follow, but the decision of Council on whether to sanction the accused councillor must be delivered in public, as Council can only pass a resolution in the public portion of the meeting.

As noted above, some municipalities may choose to create an office of the integrity commissioner to receive complaints, investigate, and recommend sanctions. If you decide to pursue this option, it is important to note that the commissioner needs to be independent and that their mandate should only extend to investigating complaints and *recommending* sanctions. It is still up to Council to make a final determination about the enforcement of its Code and the imposition of sanctions. Establishing an independent office of the integrity commissioner is a significant undertaking which may involve the creation of a designated officer position by bylaw, with potentially significant cost implications, and a thorough discussion regarding this matter is beyond the scope of this Guidance Document.

VII. How do you develop, approve and communicate your new Code?

The ideal time to consider adopting a Code is when there are no immediate or ongoing councillor conduct issues or disputes. That way, your Code can be developed in a calm environment and in a reasonable, principle-driven way. Developing a Code early in Council's term ensures that expectations are agreed upon at an early stage, setting the groundwork for good governance. **Your Code must be adopted by July 23, 2018.**

Developing a Code requires consideration of Council's values. These values will help formulate the ethical basis of the Code and they will help guide behaviour when the Code is unclear or silent. Your Code should not be driven by Administration – it should be driven by Council.

Workshopping with a facilitator can be an effective way to reflect on the values and behaviours Council wants to adopt. Council may also want to seek public input on the values and standards the public believes Council should abide by. Council should also seek legal advice prior to formally adopting the Code to ensure its Code is in line with relevant legislation and case law.

Council must adopt its Code by bylaw. This means the Code will be available for public review and comment. Once adopted, the Code should be made available to Council, Administration and the public. Council may also want to make an annual review and/or training about the Code a provision of the Code.

What are some other things to consider in your Code?

The *Municipal Government Act* and the *Regulation* provide the minimum topics your Code must address. However, there are a number of other issues that are often included in Codes. We have addressed a few of these additional optional considerations below.

a. A Statement of Values

As discussed above, many Codes identify and elaborate on key principles and values that Council agrees are fundamental to the successful performance of a councillor's duties as an elected official. Common themes include, but are not limited to, integrity, accountability, leadership, responsibility, service, respect, and transparency.

b. Councillor Conduct at Meetings

If not already dealt with in a Council Procedure Bylaw, the Code could set out appropriate behaviours at meetings including prohibitions on inappropriate, foul or abusive language or limitations on the use of electronic devices.

c. Election Campaigns

The regulation of municipal election campaigns is governed by the *Local Authorities Election Act* (LAEA). Nevertheless, your Code may address campaign-related issues in a manner that complements the LAEA. For example, your Code may stipulate that councillors are not permitted to use the municipality's equipment and facilities for campaign-related activities. Similarly, the Code may provide that councillors may not engage municipal staff for any election-related purpose during working hours. It would also be prudent to prohibit the use of municipal websites, email and social media accounts for election campaigning, including restricting the linking of private campaign websites and social media accounts to the municipality's website. Further, your Code may stipulate that councillors are personally responsible for ensuring their compliance with all applicable election-related statutes, and therefore should not make inquiries of, or rely on municipal employees for advice and direction in this regard.

d. Remuneration and Expense Claims

Councillors inevitably incur a diverse array of expenses in the course of the official duties. Many Codes set out what expenses are reimbursable, including the imposition of any expense limits. Council may want to establish parameters for reimbursement in the following instances:

- Conference fees and any incidental costs including travel, meal and lodging expenses;
- Tickets to community and charitable functions;
- Expenses incurred while hosting third parties, including officials from other heads of government and out-of-town delegations;
- Meal expenses;
- Mileage;
- Cell phone charges;
- General out-of-pocket expenses; and
- Political fundraising events.

With respect to political fundraising events, it is important to note that a municipality is a “prohibited corporation” for the purposes of the *Election Finances and Contributions Disclosure Act*. A prohibited corporation must not reimburse a councillor for buying a ticket to a fund-raising event held by a Provincial political party, a constituency association or a candidate. Such reimbursement has been determined by Alberta’s Chief Electoral Officer to be an indirect contribution in violation of the *Act*.

Further, your Code may set out a process for the review and approval of expense claims, if such a process does not already exist elsewhere in policy.

e. Gifts and Hospitality

Council may want to include provisions about the acceptance of gifts, including prizes, and hospitality in its Code, which are items closely related to the topics of “conflict of interest” and “undue influence”. Councillors often received gifts or hospitality as an incidental benefit and as a genuine token of appreciation but if a gift or hospitality is given, *or perceived to be given*, in an effort to influence, or manipulate a councillor, it may be problematic. Council may want to include provisions in its Code to clarify when acceptance of a gift or offer of hospitality is acceptable, including protocols and parameters which address the following:

- circumstances where a councillor receives a benefit from a supplier and subsequently participates in a decision involving that supplier;
- the receipt of food, alcoholic beverages, lodging, transportation and/or entertainment from third parties;

- the entitlement of councillors to accept a complementary ticket or a reduced ticket rate for events such as fundraisers, golf tournaments, concerts, sporting events, etc., and if so when, and in what context;
- the use of property or facilities such as vehicles, office space, or vacation property from third parties;
- the maximum value of gifts which may be accepted by an individual councillor; and,
- the receipt of a gift for the municipality.

It is common for Codes to recognize certain exemptions for gifts and benefits received by a councillor that “normally accompany the responsibilities of office” and are received “as an incident of protocol or social obligation”. Food and beverages consumed by a councillor at events that serve “a legitimate business purpose” is another common exception to the rule against accepting gifts, although additional parameters may be established, such as requiring a representative of the organization extending the invitation to be in attendance and/or a stipulation that the value of the food/drink be “reasonable” and the invitations “infrequent”.

As noted above, your Code may also establish monetary limits respecting the receipt of gifts and benefits from any one person or organization over the course of a specified period. Further, or in the alternative, your Code might require that councillors file an annual disclosure statement listing the gifts and benefits received during a specified period, including an approximation of their monetary value.

Council may also want to address the receipt of “official gifts” received on behalf of the municipality by a councillor as a matter of protocol. The Code may, for example, clarify that such gifts are the property of the municipality and will remain with the municipality after the councillor ceases to hold office.

f. Use of Social Media

Although Council is required to address a number of communication issues, Council may want to specifically address the appropriate use of social media. Council may want to adopt provisions that recognize that personal use of social media should be kept separate from a councillor’s professional use. Your Code may want to discourage councillors from opening up their personal social networks for official business as doing so can result in a blurring of the lines between a councillor’s official capacity and their personal capacity and potentially expose the councillor to unintended and undesirable consequences.

Councils may also consider adopting guidelines on responsible social media use by councillors to ensure that the reputation of Council and the municipality is not adversely affected by the social media activity of one councillor. Council may also want to develop protocols about how councillors should respond to comments from residents posted on social media sites, whether these are service requests, compliments or complaints.

Part 2: 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; 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 [**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.

- 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

- 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]



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Bylaw 1606 Economic Development Committee Bylaw and Community Housing Committee Terms of Reference	
PRESENTED BY: D. Henderson, Chief Administrative Officer	DATE OF MEETING: 2/7/2024

PURPOSE:

The Community Housing Committee is asking Council for the Town of Pincher Creek to review Bylaw 1606 and the draft Community Housing Committee’s Terms of Reference. The intent of the discussion is to review the mandate of each unique committee.

RECOMMENDATION:

That Council for the Town of Pincher Creek discuss combining the inactive economic development committee with the community housing committee.

BACKGROUND/HISTORY:

The Economic Development Committee has been inactive since approximately 2019. There exists a current Bylaw 1606 and terms of reference specific to this committee. The objectives of the committee are improving Pincher Creek’s image, attracting new residents and attracting new businesses.

The Economic Development Officer left their position in August 2023. That specific position was not filled, and it was decided that committed administration staff salary be allocated to a Communications position. A Communications, Marketing and Community Engagement Officer started employment in November 2023.

The Community Housing Committee has a draft Terms of Reference. The document remains in draft as the most recent changes to the document were not ratified by a Council motion. The most recent change was to invite the Village of Cowley to have a representative in the membership.

ALTERNATIVES:

leave the economic development committee and the housing committee as two separate committees.

update the Community Housing Committee Terms of References without economic development components.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

In the 2022 -2026 Strategic Plan, Priority 6.A is Economic Development:
<http://www.pinchercreek.ca/docs/files/Strategic%20Plan%20Priorities.pdf>.

The desired outcome for initiative 6A is: A Welcoming community with sufficient housing for new residents and workforce.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications as this RFD is requesting only a discussion based on Bylaw 1606 and the Community Housing Committee Terms of Reference.

PUBLIC RELATIONS IMPLICATIONS:

The Economic Development Committee has been inactive for approximately four years. Our community may appreciate that Council is reviewing this committee for relevance.

Regarding the terms of reference for the Community Housing Committee, there may be positive public relations inviting the Village of Cowley to have a representative on the Community Housing Committee.

ATTACHMENTS:

Community Housing Committee Terms of Reference_revised_03232023 - 3335
Economic Development Committee Bylaw 1606-15 with Terms of Reference - 3335

CONCLUSION/SUMMARY:

The Community Housing Committee has requested that Council review the guiding documents for both the inactive Economic Development Committee and the Community Housing Committee.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

TOWN OF PINCHER CREEK PROVINCE OF ALBERTA
ECONOMIC DEVELOPMENT COMMITTEE BYLAW#1606-15

Being a Bylaw of the Town of Pincher Creek in the Province of Alberta, for the purpose of establishing an Economic Development Committee.

WHEREAS the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides that a Council may pass bylaws relating to the right to govern the Town in a manner that Council considers appropriate, and

WHEREAS the Municipal Government Act also provides that a Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees, and the conduct of Council committees established by the Council

WHEREAS the Council of the Town of Pincher Creek considers it expedient to establish such an Economic Development Committee to advise them on Economic Development matters and enhance Pincher Creek's economic viability;

NOW THEREFORE the Municipal Council of the Town of Pincher Creek, duly assembled, hereby enacts as follows:

I. TITLE:

This bylaw will be cited as the Economic Development Committee Bylaw.

II. DEFINITIONS

In this bylaw, unless the content otherwise requires,

1. **"Act"** means the Municipal Government Act, RSA 2000, being Chapter M-26 of the Revised Statutes of Alberta, and amended thereto.
2. **"Committee"** means and includes the Town of Pincher Creek Economic Development Committee.
3. **"Council"** means the Council of the Town of Pincher Creek.
4. **"Terms of Reference"** – Schedule A, shall be included and form part of this Bylaw.

5. **"Town"** means the Town of Pincher Creek, a Municipal Corporation in the Province of Alberta, or the geographical area contained within the boundaries of the Town of Pincher Creek, as the context may require.

III. APPOINTMENT / TERM

1. The Town of Pincher Creek Economic Development committee is hereby established and shall consist of a maximum of seven (7) voting members. Membership shall comprise the following:
 - a. One (1) member of Council;
 - b. Town of Pincher Creek Economic Development Officer; (not a voting member).
 - c. Members must be residents of the Town of Pincher Creek, the Municipal District of Pincher Creek No.9, the Village of Cowley or Waterton.
2. All members shall be appointed by Council Resolution at the recommendation of the Economic Development Committee submitted in writing.
3. The terms of office shall be for three years, with the term to expire at the October annual organizational meeting.
4. Should a vacancy occur, the Committee, through the Chair, shall recommend a replacement member. The Committee, through the Chair, may re-appoint a member whose term has expired, or the position shall be advertised. In the circumstance of a vacancy for an incomplete term, the appointment will be for the duration of the incomplete term.
5. Any member of the committee who is absent from three consecutive meetings shall be automatically removed from the Committee unless the absence was previously authorized by the Committee Chairperson.

IV. PROCEEDING

1. The Committee will hold no less than eight (8) scheduled meetings per year unless otherwise approved by resolution of the Committee, and may call Special Meetings as it may determine upon the request of the Chairperson, or any two of its members
2. The Committee shall appoint a Chairperson and a Vice-chairperson
3. A majority of members of the Committee constitute a quorum

4. Any decision of the Committee that is reached by a majority of quorum shall be deemed to be the decision of the Committee.
5. The Committee may request the attendance of any person in an advisory capacity

V. ECONOMIC DEVELOPMENT OFFICER

1. The Economic Development Officer shall:
 - a) Be the administrator to the Committee
 - b) Notify all members and advise the Committee of any Regular, or Special Meetings;
 - c) Keep minutes of the proceedings of all meetings which shall be retained in the Town Office;
 - d) Maintain all records and correspondence that are relevant to the Committee; and
 - e) Shall work with the Chairperson to establish the agenda for all meetings.

VI. COMMITTEE MEMBERS

1. Each Committee member shall have one vote
2. Neither the Committee nor any member thereof shall have the power to pledge the credit of the Town in Connection with any matters whatsoever
3. Neither the Committee nor any member thereof (except for the Economic Development Officer or Council) has any power to authorize any expenditure to be charged against the Town of Pincher Creek outside the approved budget.

VII. DUTIES OF THE COMMITTEE

1. The Committee's objectives shall be to devise methods of;
 - a. Improving Pincher Creek's image;
 - b. Attracting new residents;
 - c. Attracting new businesses.

2. The Committee shall carry out such other duties assigned by council to promote the Town
3. Within the budget approved by Council, the committee shall carry out a program for the promotion of these objectives
4. Annually before the 30th of September, the Committee Chairperson shall submit to the Council a written statement showing in reasonable form and detail the expenditures proposed by the Committee during the next following year with respect to matters over which the Committee has jurisdiction.
5. The Committee Chairperson shall present an annual written report to Council in December of each year

VIII. COUNCIL PREROGATIVES

1. Council may authorize, by motion, variance of any the preceding enactments.

Introduced and given first reading this 22nd day of June, 2015

Given second reading this 20th day of July, 2015

Given third and final reading this 20th day of July, 2015

Don Anderberg, Mayor

Laurie Wilgosh, Chief-Administrative Officer

Resolution #
File#

SCHEDULE A TERMS

OF REFERENCE

PINCHER CREEK ECONOMIC DEVELOPMENT COMMITTEE

PURPOSE OF THE COMMITTEE

The Economic Development Committee shall collectively represent all facets of Economic Development within the Town of Pincher Creek while acting and speaking as one body. The momentum for the Economic Development Committee must come from within the community. The purpose shall be

- a) to advise the Town of Pincher Creek on economic development issues,
- b) to provide long term planning based on community needs, and
- c) to provide an avenue for community groups and citizens to discuss and put forward their ideas and concerns with respect to economic development.

MEMBERSHIP

Economic development is a team activity. Members should be selected so that the following criteria are satisfied:

- a) Key segments of the community are represented. This must be balanced with skill capacity.
- b) All members of the team are confident about the goals and direction of activities. They should be able to share the work and responsibilities.
- c) The Committee has influence. The selection process should not consider only high-profile people within the community.
- d) The Committee should be prepared to stay together for three to five years as it is not possible to learn enough about economic development in one or two years.
- e) The Committee will develop a common goal of Economic Development for the Town of Pincher Creek.

- f) The Committee will pursue education in economic development. This may involve activities such as seminars or workshops conducted by experts with knowledge and experience in the economic development field.

SELECTION

- a) The committee will be comprised of a maximum of seven (7) members.
- b) Initially, the Economic Development Committee shall be comprised of all members of Council.
- c) Council will advertise for committee members from various sectors of the communities who possess the specified desirable criteria.
- d) Council members will step down as candidates are appointed.
- e) At least one council member will remain on the committee.
- f) Members must be residents of the Town of Pincher Creek, Municipal District of Pincher Creek No.9, Village of Cowley or Waterton.

STRUCTURE

An effective Economic Development structure is one that allows the group or community to organize and manage its activities with a minimum of wasted time and effort, while maximizing efficiency and effectiveness. Important structural attributes of a good organization include:

- a) Function: promotion of efficient and effective work in a positive environment
- b) Flexibility: rapid adaptation to changing circumstances and external forces
- c) Openness: encouraging distribution of responsibility and encouraging participation in decision-making
- d) Accountability: decisions, evaluations and measurements are unbiased and transparent

CHAIRPERSON

- a) The Chairperson should have the respect of the members, possess leadership qualities and have a command of proper meeting management techniques.

- b) The Chairperson should be open minded, unbiased, respectful of the views of both the majority and the minority, a good listener, capable and willing to delegate authority, and willing to put the good of the organization above personal interests.

VICE-CHAIRPERSON

The Vice-chairperson is training to assume the Chairperson's duties at some future date. The Vice-chairperson should be assigned definite responsibilities such as chairing an important project committee.

TERM OF OFFICE

For the purpose of the establishment of the Board, members at large appointments shall in the first year be made on a staggered basis whereby two members at large are appointed for a three-year term, two members at large are appointed for a two-year term and two members at large shall be appointed for a one-year term. One member of Council shall be the seventh member. Thereafter,

- a) The Committee, through the Chair, may recommend the re-appointment of a member whose term has expired.
- b) The maximum term for a Committee member shall be ~~teneight~~ consecutive years.
- c) The Councilors appointment to the Economic Development Committee shall be made at the organizational meeting of Council each year.
- d) Any member of the Committee may resign upon sending notice in writing to the Town of Pincher Creek.
- e) In the event that a member resigns or is disqualified before conclusion of his/her term, the Committee, through the Chair may appoint a replacement member for the balance of the unexpired term.

A MEMBER OF THE COMMITTEE WILL BE DISQUALIFIED FROM SERVING ON THE COMMITTEE IF THEY

- a) Cease to be a resident of Pincher Creek or area.
- b) Are absent for (3) three regular meetings in the past year unless absences are granted by the Committee.
- c) Breach the Oath of Confidentiality sworn upon appointment.

CONDUCT OF MEETINGS

- a) The Committee shall elect a Chairman and a Vice-Chairman from the membership attending the first regular meeting of the Committee after November each year. The Economic Development Officer shall serve as the Committee Administrator and secretary.
- b) A Committee shall hold no less than eight (8) regular meetings of the Committee each year. Special meetings may be called by the Chairman whenever it is considered expedient to do so or when requested in writing by a majority of the Committee members. Verbal or written notice shall be given to the members not less than 24 hours prior to the meeting.
- c) The majority of committee members shall constitute a quorum.
- d) Motions do not require a second; cannot be made by the Chairman, and are passed by a simple majority.
- e) All members including the Chairman shall vote on all questions. In the event of a tie, the motion shall be lost.
- f) Agendas are to be prepared and circulated in advance of the meeting.
- g) The Secretary shall record in writing the minutes of all regular and special meetings including a record of attendance. Copies of all minutes should be forwarded to Council and Committee members within 14 days after their acceptance.
- h) The Secretary shall forward in writing all recommendations to the Town of Pincher Creek Economic Development Officer for Council consideration.
- i) Town Administration and Councillors may attend Committee meetings in an advisory or resource capacity.

AUTHORITY OF THE COMMITTEE

The Committee shall act in an advisory capacity to Town Council, and shall not have the power to employ personnel or to enter into any agreements.

FINANCIAL

- a) The Committee may not incur any expenses unless authorized by the Town of Pincher Creek.

- b) The Director of Corporate Services shall incorporate the recommendations of the Committee in preparing budgets and long term forecasts

CONFIDENTIALITY

- a) Committee members frequently wear a "number of hats". Their positions, as volunteers with other organizations, as local politicians, and in their paid occupations, often present challenges in terms of how to act or vote; or when to excuse themselves from topics of pecuniary interest .
- b) Each member of the Committee shall sign a confidentiality agreement. Under this agreement, any person appointed to perform functions related to the committee is bound to maintain, in strictest confidence, the organization's business. Persons signing this agreement are also bound to adhere to all conditions, even after their involvement with the organization has ceased.



COMMUNITY HOUSING COMMITTEE Terms of Reference



Committee Name

Community Housing Committee

Purpose

The Pincher Creek Community Housing Committee will provide advice to the Town of Pincher Creek Council on matters related to:

- Housing Trends and Needs, including local, regional, provincial, and national statistics and forecasting.
- Housing Policies and Bylaws; including suggestions to update existing documentation if required.
- Land Use Designations and Area Structure Plans.
- Interfacing with the Pincher Creek Foundation as the local housing authority.
- Inventory of available local land and housing.
- Federal/provincial housing grants and initiatives.

Specifically, the Committee will:

- review and discuss documentation contained in a 'Housing Library' including:
 - Housing Needs Assessments
 - Community Economic Development Strategy
 - Town of Pincher Creek Strategic Plan
 - Town of Pincher Creek related policies and bylaws
 - Historical documentation: projects, housing issues, public and private properties, housing applications, Indigenous housing initiatives, Rural Development Network work
- review Area Structure Plans and provide recommendations.
- work with the Housing Community Action Team.
- review current land use practices related to various housing types and locations and provide recommendations if required.
- receive and consider housing information from the public.
- provide regular reports to their respective Council regarding the progress of the committee.

Membership

The Committee shall be composed of up to 7 voting members as appointed by Council. Composition shall be as follows:

Town of Pincher Creek – three (3) Councillors
Municipal District of Pincher Creek – one (1) Councillor

Village of Cowley – one (1) Councillor
 Pincher Creek Foundation – one (1) representative
 Community Housing Action Team – one (1) representative

A member of the Committee will be disqualified to serve on the Committee if they:

- Cease to be a resident of Pincher Creek, the M.D. of Pincher Creek or the Village of Cowley.
- Are absent for three (3) meetings unless absences are authorized by the Town of Pincher Creek.
- Send written notice of resignation to the Town of Pincher Creek.

Frequency of Meetings

- Meetings will be conducted in accordance with Procedural Bylaw 1596-21.

Authority

- The Committee shall act in an advisory capacity to the Town Council and shall not have the power to direct Town consultants or enter into any agreements.

Term

- two (2) years or until such time as the purpose of the committee has been fulfilled.
- the Committee shall serve at the pleasure of Council and may be dissolved at any time with the agreement of the Town of Pincher Creek or by committee resignation or recommendation.

 CAO, Town of Pincher Creek

 Date

Approved by:	Date:	Policy Number
Committee of the Whole	December 7, 2022	
Reference:	Approval/Revision Date:	Motion #
Committee of the Whole	May 2016	
	November 2, 2022	
	December 5, 2022	#COTW 2020-041
	March 23, 2023	CHC Meeting Minutes
Title: Community Housing Committee Terms of Reference		



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: CFEP Grant Letter of Support	
PRESENTED BY: D. Henderson, Chief Administrative Officer	DATE OF MEETING: 2/7/2024

PURPOSE:

The Cowley Lions Club is applying for a provincial Community Facility Enhancement Program (CFEP) grant and would appreciate a Letter of Support from Council for their application to upgrade the electrical system to meet the requirements of today's society.

RECOMMENDATION:

That Council for the Town of Pincher Creek approve a letter of support to the Cowley Lions Club for their CFEP grant application to upgrade the power at the Cowley Castle River Campground.

BACKGROUND/HISTORY:

The Cowley Lions Club has operated a campground on the Castle River west of Pincher Creek since about 2000. The 15 amp power at each campsite is no longer suitable for today's large camping units. Large electrical appliances, including air conditioners, are blowing the breakers.

To remedy this situation, the Club plans to upgrade the electrical system. A letter of support from a local jurisdiction is very beneficial in the CFEP application process.

ALTERNATIVES:

receive the Cowley Lions Club CFEP grant application letter of support for Cowley Castle River Campground improvements as information.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council regularly provides letters of support to not-for-profit organizations to enhance their success in receiving grants. Recreation is noted in Council's 2022-2026 Strategic Priorities and recreation along with regional tourism are listed in the top ten operational priorities in the 2021 Regional Recreation Master Plan.

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

Supporting volunteers in the community enhances service levels with minimal cost.

ATTACHMENTS:

Town CFEP grant letter 2024 (6) - 3330

CONCLUSION/SUMMARY:

Administration supports Council sending a letter of support to the Cowley Lions Club.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

January 12, 2024

Mayor and Council

Town of Pincher Creek

Email: cao@pinchercreek.ca

To whom it may concern:

The Cowley Lions Club operates a campground situated on the Castle River west of Pincher Creek, The Campground has been in existence since approximately 2000. When the campground was first developed, users camped in small trailers, tent trailers and tents. Gone are the days that these units were sufficient to meet the needs of the campers, requiring a maximum 15 AMP power only so that was what the campground was equipped with. Today's camping units are larger, requiring greater power to operate which we can not accommodate very well. When we are full in the hot summers, breakers are often blown and people are unable to use their air conditioners and other electrical appliances such as CPAP machines. In light of this need to have greater power, the Lions Club is applying for a provincial Community Facility Enhancement Program grant and would appreciate if you could give us a Letter of Support for the application to upgrade the electrical system to meet the requirements of today's society.

In the past few years we have seen an increase in the usage of the campground, partly due to COVID 19 and the desire for people to recreate close to town. The Government of Alberta and Tourism Alberta have been actively promoting our region and we are a family oriented affordable campground, easily assessable to all.

The Cowley Lions Club has been in existence since 1963, and our membership is from all communities in the area. The communities benefit from the work of these dedicated volunteers and our efforts increase tourism to our downtowns, businesses and facilities.

We would appreciate it very much if you could prepare a Letter of Support and address it to myself at [REDACTED] as soon as possible as the deadline for submissions is right around the corner.

Sincerely yours,

Edna Nelson

Grant Chair

Cowley Lions Club

[REDACTED]



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: SASCI Request to Town of Pincher Creek for Letter of Support	
PRESENTED BY: D. Henderson, Chief Administrative Officer	DATE OF MEETING: 2/7/2024

PURPOSE:

Letter of Support for SASCI's application to Small Communities Opportunity Program.

RECOMMENDATION:

That Council for the Town of Pincher Creek provide a Letter of Support to the Southwest Alberta Sustainable Community Initiative (SASCI) for its application to the Alberta Government's Small Community Opportunity Programs for a part-time Community Energy Specialist.

BACKGROUND/HISTORY:

This position will complement the efforts of the Town and MD of Pincher Creek to support our communities in building capacity to respond to climate change and capitalize on the global energy transition.

The Community Energy Specialist role is pivotal in engaging with local communities to explore and implement strategies that leverage the ongoing energy transition towards enhancing community well-being. This position would capitalize on the Municipal Energy Project Lead (MEPL) started by the Town and MD, in reducing operational energy costs and GHG emissions. It would continue to raise community awareness around energy transition and related projects, and build broader community capacity to capitalize on energy transition.

ALTERNATIVES:

That Town of Pincher Creek Committee of the Whole receive for information the request for a letter of support to SASCI for a part-time Community Energy Specialist.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Promote and support community sustainability through partnerships is a Strategic Priority in Council's 2022-2026 Strategic Plan.

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

Support for a local group working on energy transition

ATTACHMENTS:

3. 2024-01-03 SASCI request to ToPC for Letter of Support (SCOP application) - 3329

CONCLUSION/SUMMARY:

Administration supports the request for a letter of support.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson



Southwest Alberta Sustainable Community Initiative

January 3, 2024

Re: Request for Letter of Support for SASCI's application to Small Communities Opportunity Program

Dear Town of Pincher Creek Council;

The Southwest Alberta Sustainable Community Initiative (SASCI) hereby requests a Letter of Support from the Town of Pincher Creek for its application to the Alberta Government's *Small Community Opportunity Program*. SASCI is applying for funds to support a part-time position for a Community Energy Specialist for a period of two years, at no present or future expense to local government. This position will complement the efforts of the Town and MD of Pincher Creek to support our communities in building capacity to respond to climate change and capitalize on the global energy transition. A draft of the job posting is included below.

Background

Energy transition and climate change are defining issues of our time, and rural communities everywhere have much to gain from strategically responding to both. SASCI is pleased and grateful that the Town and M.D. of Pincher Creek have been taking clear and effective initiative to capitalize on related opportunities.

In April 2021, with funding support from Municipal Climate Change Action Centre, the Town and M.D. jointly established a full time position for a Municipal Energy Project Lead (MEPL) to support them in reducing operational energy costs and GHG emissions. In less than two years, the MEPL has helped the Town and M.D. to reduce their combined infrastructure emissions by 8% while reducing annual energy costs by more than \$80,000. The MEPL has also actively worked to raise community awareness around energy transition and related projects, and build broader community capacity to capitalize on energy transition. Hosting an Energy Futures Lab Road Show would be a timely, appropriate and effective contribution towards this end.

Such leadership and initiative are very timely. In 2015, industry operator Shell Canada announced that downsizing and eventual closure of its nearby Waterton Natural Gas Complex would likely occur in 10 to 15 years based on projected depletion of gas reserves. Shell also emphasized that closure could potentially come sooner depending on changing economic conditions and evolving market trends. Shell Canada sold the Waterton Complex to much smaller operator Pieridae Energy in 2019, but the operating life of the Waterton Complex remains constrained by its finite and non-renewable reserves.

Since 2015, SASCI has been working to help regional communities prepare for a future without the Waterton Complex. SASCI's comprehensive assessment of the economic and social impacts of plant closure was completed in 2018 with funding support from Shell Canada and the Town, and revealed that annual GDP in the region would decline by \$34 million; tax revenues for the Municipal District of Pincher Creek would decline by over 20%; an estimated 265 high-paying full-time equivalent jobs will be lost at the facility and at local businesses, affecting 8% of the current local labour force; as many as 650 people would leave the region as workers and their families relocated to new jobs, affecting up to 9% of current local housing stock.

Job Posting (Draft)

Job Title: Part-Time Community Energy Specialist

Job Description: We are seeking a dynamic and community-focused individual to join our team as a Part-Time Community Energy Specialist. This role is pivotal in engaging with local communities to explore and implement strategies that leverage the ongoing energy transition towards enhancing community well-being.



Southwest Alberta Sustainable Community Initiative

Key Responsibilities:

1. **Community Engagement:** Actively engage with various community groups, local leaders, and stakeholders to understand their energy needs, concerns, and aspirations. Organize and facilitate community meetings, workshops, and forums to gather input and foster collaborative discussions.
Energy Transition Strategies: Develop and propose innovative solutions and projects that align with the energy transition, focusing on renewable energy, energy efficiency, and sustainable practices. Ensure these strategies are tailored to the unique needs and potentials of each community.

Project Development and Implementation: Collaborate with community members and other stakeholders to develop and implement energy-related projects. This includes project planning, securing funding, overseeing execution, and measuring impact.

Education and Advocacy: Educate community members about the benefits and opportunities of the energy transition. Advocate for policies and initiatives that support sustainable community development and energy practices.

Partnership Building: Establish and maintain relationships with local governments, non-profits, educational institutions, and industry partners to support community energy initiatives.

Reporting and Analysis: Regularly evaluate the effectiveness of community energy programs and initiatives. Prepare reports and analysis to inform future strategies and demonstrate impact.

Qualifications:

- Bachelor's degree in Environmental Science, Sustainable Development, Urban Planning, or related field (or equivalent experience). Experience in community engagement, project management, or the energy sector.
Strong communication and facilitation skills.
Ability to work collaboratively with diverse groups.
Knowledge of renewable energy technologies and sustainability practices is preferred.

This part-time position offers a unique opportunity to be at the forefront of the energy transition, directly contributing to the betterment of communities through sustainable energy solutions. If you are passionate about community development and sustainable energy, we encourage you to apply.

Conclusion

Energy transition is an opportunity for communities in southwest Alberta to grow, retain and attract a new generation of wealth creators. SASCI applauds the Town of Pincher Creek and M.D. of Pincher Creek #9 for leadership that serves to materially improve the socioeconomic resilience and well-being of our communities.

Sincerely,

James A. Van Leeuwen
Energy Committee Chairperson (volunteer)
Southwest Alberta Sustainable Community Initiative (SASCI)



Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Mayors Course Request	
PRESENTED BY: D. Henderson, Chief Administrative Officer	DATE OF MEETING: 2/7/2024

Officer

PURPOSE:

The Mayor would like to take Munis 101 and Councils Role in Service Delivery courses.

RECOMMENDATION:

That Council for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek approves Mayor Anderberg taking the Munis 101 and Councils Role in Service Delivery Courses and authorizes the town cover the registration costs of \$619.50.

BACKGROUND/HISTORY:

The Elected Officials Education Program (EOEP) is jointly owned and operated by the Rural Municipalities of Alberta (RMA) and the Alberta Urban Municipalities Association (AB Munis). The program provides Alberta’s municipal elected officials with professional development opportunities and ensures that they are well-positioned to serve their communities effectively.

Taking these courses helps councillors meet mandatory training requirements of the Municipal Government Act. The courses share concepts, strategies and best practices to set both new and returning councillors up for success moving forward.

ALTERNATIVES:

that Committee of the Whole for the Town of Pincher Creek receives for information Mayor Anderberg's education request approval.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council's Code of Conduct Bylaw encourages Council members to gain knowledge about their respective role and responsibilities.

FINANCIAL IMPLICATIONS:

\$619.50 for both Courses.

PUBLIC RELATIONS IMPLICATIONS:

Continuous learning shows the community that the mayor is interested in doing the best job he can.

ATTACHMENTS:

Mayor Course Request RFD - 3333

Mayor Course Request RFD2 - 3333

CONCLUSION/SUMMARY:

Administration supports Mayor Anderberg's education request.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson



Don Anderberg <anderbergsales@gmail.com>

Registration Confirmed - Munis 101 - Virtual

1 message

Leanne Anderson <registrar@eoep.ca>
Reply-To: registrar@eoep.ca

Tue, Jan 16, 2024 at 8:55 AM



Dear Don,

Your registration has been confirmed. Please save this email for future reference.

Event: Munis 101 - Virtual

Attending: Don Anderberg

Number in Party: 1

Time: 2:00 pm - 4:00 pm

Date: January 25 - February 15, 2024

Confirmation Number: 5YN5NNF34Y5

Registration Information



Thank you for registering for the upcoming *Munis 101* course starting on January 25, 2024. Below is the list of dates for the course. Each session will begin at 2:00 p.m. and run until 4:00 p.m.

Thursday, January 25

Thursday, February 1

Thursday, February 8
Thursday, February 15

Materials will be sent out in advance of the sessions. If you have any questions or concerns, please contact registrar@eoep.ca.

We look forward to seeing you there.

Sincerely,

Leanne Anderson

EOEP

registrar@eoep.ca

If you no longer want to receive emails from Leanne Anderson, please [Opt-Out](#).

Your payment for the Munis 101 - Virtual event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Munis 101 Registration	CAD 295.00	1	CAD 295.00
GST (#R822905212)	5.00%		CAD 14.75
	Transaction Total		CAD309.75

Registration Confirmation Number: 5YN5NNF34Y5

[View your registration](#)

If you have any questions about this transaction or email, please contact Leanne Anderson directly at registrar@eoep.ca.





Don Anderberg <anderbergsales@gmail.com>

Registration Confirmed - Council's Role in Service Delivery - Virtual

1 message

Leanne Anderson <registrar@eoep.ca>
Reply-To: registrar@eoep.ca

Tue, Jan 23, 2024 at 12:41 PM



Dear DON,

Your registration has been confirmed. Please save this email for future reference.

Event: Council's Role in Service Delivery - Virtual

Attending: DON ANDERBERG

Number in Party: 1

Time: 6:00 pm - 8:00 pm

Date: February 7 - 28, 2024

Confirmation Number: F7NBQWB7CLX

Registration Information



Thank you for registering for the upcoming *Council's Role in Service Delivery* course starting on February 7, 2024. Below is the list of dates for the course. Each session will begin at 6:00 p.m. and run until 8:00 p.m.

- February 7
- February 14

February 21

February 28

Materials will be sent out in advance of the sessions. If you have any questions or concerns, please contact registrar@eoep.ca.

We look forward to seeing you there.

Sincerely,

Leanne Anderson

EOEP

registrar@eoep.ca

If you no longer want to receive emails from Leanne Anderson, please [Opt-Out](#).

Your payment for the Council's Role in Service Delivery - Virtual event has been successfully processed. Please save this email for your records.

Transaction Information

Item	Transaction Information	Quantity	Amount
Council's Role in Service Delivery	CAD 295.00	1	CAD 295.00
GST (#R822905212)	5.00%		CAD 14.75
Transaction Total			CAD309.75

Registration Confirmation Number: F7NBQWB7CLX

[View your registration](#)

If you have any questions about this transaction or email, please contact Leanne Anderson directly at registrar@eoep.ca.





Town of Pincher Creek

REQUEST FOR DECISION

Council or Committee of the Whole

SUBJECT: Exemplary Service Medal Recommendation Pat Neumann	
PRESENTED BY: D. Henderson, Chief Administrative Officer	DATE OF MEETING: 2/7/2024

PURPOSE:

To recommend Pat Neumann for recipient of the Exemplary Services medal.

RECOMMENDATION:

That Council for the Town of Pincher Creek That Committee of the Whole for the Town of Pincher Creek agrees to recommend Patrick Neumann for recipient of the Exemplary Services medal.

BACKGROUND/HISTORY:

The Exemplary Service Medal is awarded to individuals who have provided exceptional service for full-time and volunteer members of Canada's fire service.

Patrick Neumann has served the Pincher Creek community for over 20 years through his membership/employment with Pincher Creek Emergency Services.

As an active paid-on-call firefighter, he has responded to a wide range of calls including structure fires, wildfires, rescue calls and ambulance calls. He has progressed through the ranks into supervisory roles, the deputy chief fire/rescue, deputy chief fire, and is now the Chief of Pincher Creek Emergency Services Commission.

ALTERNATIVES:

That Committee of the Whole for the Town of Pincher Creek receives for information the request to recommend Patrick Neumann for recipient of the Exemplary Services medal.

IMPLICATIONS/SUPPORT OF PAST STUDIES OR PLANS:

Council's 2022-2026 Strategic Priorities 2B Partnerships states: Increase knowledge, build relationships, social capital and capacity to engage community and business stakeholders from the region. The Emergency Services Commission is a very successful partnership in this region of Alberta.

FINANCIAL IMPLICATIONS:

None

PUBLIC RELATIONS IMPLICATIONS:

Recognition of local leaders highlights the dedication of local residents to the community through public service.

ATTACHMENTS:

P. Neuman Exemplary Service RFD - 3334

CONCLUSION/SUMMARY:

Administration supports an Exemplary Service Medal nomination for Patrick Neumann.

Signatures:

Department Head:

Doug Henderson

CAO:

Doug Henderson

Exemplary Service Medal Recommendation

Patrick Neumann

To Whom it may concern,

Patrick Neumann has served the Pincher Creek community for several years through his membership/employment with Pincher Creek Emergency Services, a regional integrated service providing fire, rescue, and ambulance services to the MD of Pincher Creek and the Town of Pincher Creek, since January 2002.

The service began as a paid-on call firefighter and progressed to include response on the ambulance as an emergency medical responder and then as an emergency medical technician.

He moved into a supervisory role while continuing to respond to the wide range of calls Pincher Creek Emergency Services responds to including structure fires, wildfires, rescue calls, and ambulance calls.

He moved into a Deputy Chief role on the fire/rescue side and maintained this position until becoming a full-time employee as Deputy Chief- Fire. This role included overseeing the communities' prevention program which includes inspections and other safety related activities.

Patrick now fills the position of Chief of Pincher Creek Emergency Services Commission (PCEC). This role includes overall management of all departments within the Commission. PCEC responds to more than 2,000 calls per year with a combination of paid-on-call, casual, and full-time staff from the three fire halls in the area.

Patrick also, until recently, was a member of Pincher Creek Search and Rescue.

Patrick also, holds a membership with the Alberta Chiefs Association.

Patrick (Pat) has been a great asset, providing first response to his community for all these years and continues to do so.

I am happy to recommend him for recipient of the Exemplary Services medal.

Don Anderberg

Mayor

Town of Pincher Creek.