

VILLAGE OF ROCKYFORD
AGENDA ORGANIZATIONAL MEETING
Oct. 12, 2022
7:00 p.m.

1. CALL TO ORDER
2. ADOPT AGENDA
3. NOMINATION AND APPOINTMENT OF MAYOR
4. SWEARING IN OF MAYOR
5. NOMINATION AND APPOINTMENT OF DEPUTY MAYOR
6. SWEARING IN OF DEPUTY MAYOR
7. SIGNING AUTHORITIES
8. DESIGNATED OFFICERS – Assessor, Auditor, Bylaw Enforcement
9. ESTABLISH DATE, TIME, AND PLACE OF REGULAR COUNCIL MEETINGS
10. CLOSED SESSION MEETINGS – FOIPP Sections
11. COUNCIL CODE OF CONDUCT BYLAW REVIEW
12. APPOINTMENT OF COUNCIL COMMITTEES/BOARDS
13. APPOINTMENT OF FIRE CHIEF/DEPUTY FIRE CHIEF
14. ADJOURNMENT

REQUEST FOR DECISION



Subject: Signing Authorities

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 7.

Background: The Village designates people who will have the authority to sign on behalf of the Village. Two signature are required on cheques; one from Council and one from Administration. Some contracts or agreements require two signatures while others require one but must include the Village seal as well. Only authorized signatories can affix the seal with their name.

The current authorized signing authorities are the Mayor, the Deputy Mayor, the Municipal Administrator and the Administrative Assistant. With the current structure, there is always at least one person from each required entity available to sign.

Options: 1. Keep the signing authorities as they are.
2. Change the signing authorities as Council sees fit.

Financial Implications: N/A

Communication: N/A

Recommendation: *That the Village Council keeps the signing authorities as they are with the Mayor, the Deputy Mayor, the Municipal Administrator and the Administrative Assistant having the authority to sign on behalf of the Village.*

REQUEST FOR DECISION



Subject: Designated Officers – Assessor, Auditor, Bylaw Enforcement

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 8.

Background: The Village is required to establish designated officers annually at the Organizational Meeting. The designated officers are those that have the authority to perform specific duties on behalf of the Village.

The designated officers for the Village of Rockyford are the municipal assessor, Bylaw Enforcement Officers and the auditor. Bylaw 2021-010 identifies the positions and the duties that are the responsibility of each designated officer under the *Municipal Government Act*.

Options: N/A

Financial Implications: N/A

Communication: N/A

Recommendation: *That the Village Council appoints Dennis Klem as the municipal assessor; Calvin Scott as the municipal auditor and Kris Permann as the municipal bylaw officer.*

REQUEST FOR DECISION



Subject: Establishment of Dates, Times and Location of Regular Council Meetings

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 9.

Background: The Village of Rockyford has historically held the regular meetings of Council the second Wednesday of each month, except for August when there is no meeting scheduled.

The meetings begin at 7:00 p.m. and are held in Council Chambers in the Municipal Office.

Options: 1. Maintain the current schedule of days, time and location for regular Council meetings.
2. Make any changes to the schedule that Council deems appropriate.

Financial Implications: N/A

Communication: If the schedule, times or locations change, the public will be notified of the changes through Facebook, posters and website.

Recommendation: *That the Village Council maintain the current schedule of days, time and location for the regular Council meetings.*

INFORMATION



Subject: Closed Session Meetings

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 10.

Background: Members of the public have the right to be present in the gallery to attend Council and Council Committee meetings. Section 198 of the Municipal Government Act states that “Everyone has a right to be present at Council meetings and Council Committee meetings conducted in public unless the person chairing the meeting expels the person for improper conduct.”

Under the Freedom of Information and Protection of Privacy Act (FOIPP), there are some discussions that can be held in a private meeting with only Council and specific people in attendance and closed to the public. These are “Closed Session” meetings and no motions or decisions can be made in a Closed Session meeting. The minutes should reflect when Council adjourned to a Closed Session meeting; who attended and which section of the FOIPP Act was pertinent to the discussion. The discussions that qualify for a Closed Session meeting are “Exceptions to Disclosure”.

Exceptions to disclosure in Division 2 of Part 1 of the FOIPP Act are listed below:

16. Disclosure harmful to business interests of a third party
17. Disclosure harmful to personal privacy
18. Disclosure harmful to individual or public safety
19. Confidential evaluations
20. Disclosure harmful to law enforcement
21. Disclosure harmful to intergovernmental relations
22. Cabinet and Treasury Board confidences
23. Local public body confidences
24. Advice from officials
25. Disclosure harmful to economic and other interests of a public body
26. Testing procedures, tests and audits
27. Privileged information
28. Disclosure harmful to the conservation of heritage sites, etc.
29. Information that is or will be available to the public.

When a closed Session meeting is held, the discussions that take place in that meeting cannot be discussed outside of that meeting.

Section 153(e) of the Municipal Government Act states that “as part of their roles and responsibilities, Council must keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.”

INFORMATION



Subject: Council Code of Conduct Bylaw

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 11.

Background: Section 146(1) of the Municipal Government Act states that every Council must have a Council Code of Conduct Bylaw that applies to each Councillor equally.

The Village created the Code of Conduct Bylaw in 2018 and it is presented to Council at every Organizational Meeting.

Each Councillor then signs a document indicating they have read, understand, and agree to abide by the Bylaw while serving as a member of Council.

BY-LAW #2017-006
OF THE VILLAGE OF ROCKYFORD
IN THE PROVINCE OF ALBERTA

BEING A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF VILLAGE COUNCIL IN THE VILLAGE OF ROCKYFORD.

WHEREAS, Section 145(b) of the *Municipal Government Act, 2000*, Chapter M-26 as amended states that Council may enact a Bylaw for the procedure and conduct of Council, Council Committees and other bodies established by Council, the conduct of Councillors and the conduct of members of Council Committees and other bodies established by Council;

NOW THEREFORE the Council of the Village of Rockyford duly assembled, enacts as follows:

1. NAME:

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

2. INTERPRETATION:

2.1 Council shall use this Bylaw as a guide to conduct themselves in a manner that reflects the spirit and intent of the position they hold.

2.2 This Bylaw shall be brought forward for review at the beginning of each term of Council, to meet legislative requirements, or as required.

2.3 References to provisions of statutes, rules or regulations shall be deemed to include references to such provisions as amended, modified or re-enacted from time to time.

2.4 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or applicable federal or provincial law, regulation, or enactment.

2.5 Council shall be defined as the Mayor and all elected members of Council.

3. GOVERNING PRINCIPLE

The Public expects the highest standards of professional conduct from members elected to Village Council. This Bylaw sets out guidelines for the ethical and interpersonal conduct of members of Council.

4. CODE OF CONDUCT

Members of Council will:

4.1 Maintain the highest standards in Public Office and faithfully discharge the duties of their office in accordance with the requirements and obligations set out in Section 153 of the *Municipal Government Act, 2000*; Chapter M-26 (the Act) as amended.

4.2 Use confidential information only in their roles as a member of Council, and not for personal profit of themselves or any other person.

4.3 Communicate confidential information only when authorized to do so.

4.4 Use their position for the good of the community and not to secure special privileges, favour or exemptions for themselves or any other person.

4.5 Provide leadership through the governance process and not take on responsibilities delegated to Administration.

4.6 Protect the reputation of the Community, Council and Administration.

4.7 Participate actively, openly and transparently in the democratic process.

4.8 Maintain a high level of respectful dialog with other members of Council, the CAO, Administration and stakeholders.

- 4.9 Uphold the intent of this Bylaw and govern their actions accordingly.
- 4.10 Respect the decision-making process and recognize that a decision made is a decision of Council, regardless of their own personal opinion.
- 4.11 Adhere to all Bylaws, Policies and Procedures established by the Municipality.
- 4.12 Make themselves available to attend and participate in Elected Officials orientation and training sessions.
- 4.13 Abstain from any discussions or decisions where there may be a conflict of interest or a pecuniary interest as outlined in Section 170 of the Act.
- 4.14 Not use municipal assets or services for their own use without paying any associated fees or charges that may apply.

5. COMPLAINTS

If a Councillor, a member of the Public or a member of the Staff feel that a breach of the Code of Conduct has occurred, a complaint can be made in writing to Council outlining the breach. Council will call a Special Meeting to review the complaint and address the Councillor involved to determine the validity of the complaint. The complainant will be required to attend the meeting to speak to their complaint. While the complaint is being reviewed, Council may take any or all of the following steps:

- 5.1 Suspension or removal of the Chief Elected Official's presiding duties under Section 154 of the Act.
- 5.2 Suspension or removal from some or all Council Committees and bodies to which Council has the right to appoint members.
- 5.3 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.

6. COMPLIANCE

Should it be determined that the Code of Conduct has been breached, the first step is to discuss the matter at an in-camera meeting of Council. Should the concern remain unresolved, one or more of the following sanctions may be imposed:

- 6.1 A letter of reprimand addressed to the Councillor.
- 6.2 Requesting the Councillor to issue a letter of apology.
- 6.3 Publication of the letter of reprimand or request for apology and the Councillor's response.
- 6.4 A requirement to attend Elected Official training.
- 6.5 Suspension or removal of the appointment of a Councillor as the Chief Elected Official under Section 150(2) of the Act.
- 6.6 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 Act.
- 6.7 Suspension or removal of the Chief Elected Official's presiding duties under Section 154 of the Act.
- 6.8 Suspension or removal from some or all Council Committees and bodies to which Council has the right to appoint members.

- 6.9 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.

7. REQUIREMENT TO FULFIL DUTIES

A Code of Conduct or any sanctions imposed under a Code of Conduct must not prevent a Councillor from fulfilling the legislated duties of a Councillor. A Councillor must not be disqualified or removed from office for a breach of the Code.

8. This bylaw shall come into force on the date of the third and final reading.

Read a first time this 13th Day of September, 2017

Read a second time this 13th Day of September, 2017

Presentation of third and final reading this 13th Day of September, 2017

Read a third time and passed this 13th Day of September 2017

Mayor

Municipal Administrator

REQUEST FOR DECISION



Subject: Appointment of Fire Chief and Deputy Fire Chief

Prepared By: Lori Miller, Municipal Administrator

Council Meeting Date: October 12, 2021

Agenda Item: 13.

Background: There has been no indication from either the Fire Chief or the Deputy Fire Chief that they wish to cease their duties in either of those roles.

Recommendation: That Village council appoints Wayne Clyne as Fire Chief and Kevin Elder as Deputy Fire Chief.