

2021 Municipal Election Candidates Package



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Understanding Municipal Government

Municipal government plays an important role in our community because it is the order of government that is closest to the people. This is because municipalities are tasked with providing many of the essential services that residents use on a daily basis, including water and sewer services, garbage collection, and road maintenance to name a few.

The purpose of a municipality is defined by the provincial government through the *Municipal Government Act*, which states:

Municipal purposes

3 The purposes of a municipality are:

- (a) To provide good government;
- (a.1) To foster the well-being of the environment;
- (b) To provide services, facilities or other things that, in the opinion of council, are necessary or desirable for all or part of the municipality;
- (c) To develop and maintain safe and viable communities; and
- (d) To work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services.

Understanding the Council- Administration Relationship

A municipality is comprised of a Council and an Administration. The Council consists of democratically elected members, who are responsible to ensure the peace, order and good governance of the municipality. This broadly covers a range of legislative and functional activities, including strategic planning, advocacy, representation, policy development and law making.

Led by Council's only employee, the Chief Administrative Officer, Administration is responsible to serve the community by implementing Council's goals and strategies. This is accomplished by delivering municipal services and providing advice and support to Council.

Understanding the Role

A municipality is held accountable to its residents through its elected council.

Role of a Municipal Councillor

1. A Councillor is a **representative**. They are expected to:
 - Represent ratepayers and residents
 - Bring community concerns to Council
 - Bring information about municipal services and decisions to the community
 - Interact with other municipalities and organizations
 - Be a community leader and make decisions considering the best interests of the municipality as a whole
2. A Councillor is a **policy-maker**. As a collective body, Council must:

- Clearly identify issues
 - Reach agreement on facts and objectives to be met by a policy
 - Give direction to Administration to research issues
 - Weigh information and reports from Administration
 - Approve municipal bylaws and policies
 - Develop strategic planning for the municipality
 - Direct Administration to implement council policy
3. A Councillor is a **steward**. As a collective body, Council must:
- Ensure financial and other resources are being used as efficiently as possible
 - Ensure policies and practices are in place to implement the decisions of council

What does the MGA say?

The *Municipal Government Act* establishes a Municipal Council's principal role in section 201.

Council's principal role in municipal organization

201(1) A Council is responsible for:

- (a) Developing and evaluating the policies and programs of the municipality;
 - (b) Making sure that the powers, duties and functions of the municipality are Appropriately carried out;
 - (c) Carrying out the powers duties and functions expressly given to it under this or any other enactment.
- (2) A Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

The *Municipal Government Act* prescribes the following duties of a Councillor:

General duties of Councillors

153 (1) Councillors have the following duties:

- (a) To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities;
- (b) To participate generally in developing and evaluating the policies and programs of the municipality;
- (c) To participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) To obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;

- (e) To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) To adhere to the code of conduct established by the council under section 146.1(1);
- (f) To perform any other duty or function imposed on Councillors by this or any other enactment or by the council.

Duties of the Mayor

The Mayor is the chief elected official of the municipality and has duties that go beyond that of a Councillor.

The Mayor plays a critical role as a member of Council. This position is the formal spokesperson and leader of Council, the ambassador for the municipality, and the main liaison between Council and Administration. The mayor is responsible to:

- Coordinate Council decisions;
- Act as formal spokesperson for Council;
- Act as the main liaison between Council and Administration; and
- Perform the duties of the chief elected official as prescribed by the *Municipal Government Act*.

What does the MGA say?

The *Municipal Government Act* prescribes the following duties of a Mayor:

General duties of chief elected official

154(1) A chief elected official, in addition to performing the duties of a Councillor, must

- (a) Preside when in attendance at a council meeting unless a bylaw provides that another Councillor or other person is to preside, and
 - (b) Perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.

Administration

The Chief Administrative Officer is responsible for the day-to-day operation of the municipality, allowing for elected council to concentrate on policy making.

Reporting to the CAO are three divisions: Legislative Services, Planning and Infrastructure, and Corporate Services. These divisions implement the municipality's programs and policies under the leadership and direction of the CAO.

Municipal Affairs

Pecuniary Interest for Municipal Councillors

January 2017

Alberta 

Capacity Building, Municipal Services Branch

Pecuniary Interest for Municipal Councillors

Alberta Municipal Affairs

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Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act (MGA)* describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting. These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality. Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

This document is only a guide to the legislation. It is recommended that you consult your solicitor for advice on specific situations.

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you
 - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that *"a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family."* You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest comes before any meeting in which you are taking part in your

Pecuniary Interest for Municipal Councillors

capacity as a member of council. Failure to follow these procedures could lead to your disqualification from council.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor.

A councillor does not have a pecuniary interest only because:

- the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above,
- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- the councillor or member of the councillor's family may have
 - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- they discuss or vote on a bylaw that applies to businesses or business activities when

Pecuniary Interest for Municipal Councillors

the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.”

What to Do

Section 172 of the *MGA* says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *“Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *“Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded.”*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest.

Pecuniary Interest for Municipal Councillors

The *MGA* requires the secretary to note your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *“Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes.”*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you make sure council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you will be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business
- the agreement was entered into before your term of councillor started

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing

Pecuniary Interest for Municipal Councillors

agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included - if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw, however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting.

The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to- date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act* and the *Local Authorities Election Act*. Copies can be purchased from Alberta Queen's Printer Bookstore:

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IN-CAMERA DISCUSSIONS OF COUNCIL

What is in-camera?

In-camera is a legal term meaning “in private”. When a council goes in-camera, it means that the council meeting(s) (as defined in the *Municipal Government Act (MGA)*) is closed to the public.

Under what authority can a council go in-camera?

Section 197 of the *MGA* states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIPP) Act* (Sections 16 to 29). NOTE: Section 197(2.1) is the exception to the rule, allowing municipal planning commissions, subdivision authorities, development authorities and subdivision and development appeal boards to deliberate and make decisions in meetings closed to the public.

How to prepare for in-camera discussions?

In-camera discussions should be listed on the agenda for the meeting in which they are held. The agenda should contain a ‘Confidential’ heading and then provide a brief description of the topic and state the section of the *FOIPP Act* that allows the topic to be discussed in-camera. For example, “Personnel – Evaluation - CAO - *FOIPP Act* Section 17” could be used to describe conducting the performance appraisal of a chief administrative officer or “Legal – Arena Project - *FOIPP Act* Section 27” could describe discussions regarding a pending court case. Further information is not required.

How to record in-camera discussions?

A resolution of council is required to go in-camera to discuss matters covered by the exceptions to disclosure in the *FOIPP Act*. Any background information on the confidential items should be circulated and collected during the discussion.

It is strongly recommended that an in-camera discussion not be recorded as any notes or minutes taken during the discussion may be requested as part of a *FOIPP* request. The council meeting minutes should reflect that a motion was made to move into an in-camera session and then another to move out of the in-camera session and return to the open meeting.

Council members, the CAO and any others included in the in-camera discussion are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

Section 197(3) of the *MGA* prohibits the passing of a resolution or bylaw during an in-camera discussion (with the exception of a motion to revert to a public meeting). If a

direction or decision is reached in-camera, then a resolution must be made in the open meeting so that council's direction(s) are recorded and acted on.

Municipalities may have additional requirements outlined in their Procedure Bylaw that clarify in-camera discussions, such as identifying when they are held during the regular council meeting.

Who can attend an in camera discussion?

All members of Council, guests (at the discretion of council), and most times, the chief administrative officer may attend in-camera discussion. The media and general public cannot attend the closed discussion, but are welcome to return to the council meeting following the in-camera discussion.

What can be discussed in-camera?

The *FOIPP Act* outlines the discussion items that would allow a council to go in-camera, which include matters where a public disclosure could be harmful to:

- Third party business interests; (see Section 16)
- Third party personal privacy; (see Section 17)
- Individual or public safety; (see Sections 18 and 19)
- Law enforcement; (see Section 20)
- Intergovernmental relations; (see Sections 21, 22, 23 and 24) and
- Economic or other interests (see Sections 25, 26, 27, 28 and 29).

Public bodies should not:

- Reveal confidential employee evaluations;
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or councils discretion) describing a new land use development should be held in-camera (see Section 16).

What should not be discussed in-camera?

The *MGA* sets out clear requirements for municipal councils to conduct their business openly (except in very limited and specific circumstances discussed above). The powers of a municipal council are balanced by councils' accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of our local governments and express their views to their locally elected representatives.

As an elected body, councils should avoid conducting business in-camera. This includes discussion of difficult topics, such as:

- Budget deliberations
 - Tax i.e. assessments/mill rates, penalties

- Capital expenditures
- Any contentious issues
 - Sensitive local issues
 - Bylaw amendments i.e. Land use
 - Subdivision proposals
- Tax recovery i.e. reserve bids for auction.
- Discussions regarding the hiring of additional municipal staff and or the setting of salary ranges.

For more information on how the *FOIPP Act* affects municipalities, please visit the Service Alberta website at www.servicealberta.ca/FOIPP/documents/FAQ_Municipal.pdf.

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Council – Chief Administrative Officer Roles and Responsibilities Framework

The following are the major roles and responsibilities of Council and the CAO and when successfully implemented represent a Best Practice. Respect for these functions and responsibilities will determine the success or failure of the Council/CAO relationship and whether corporate strategic priorities can be achieved. Council and the CAO should reflect on their relationship against this framework. It is particularly important as we implement the Town's Corporate Strategic plan which sets direction and establishes a roadmap to achieve a long-term vision for the future of Ponoka. It also confirms the things we all believe are important about Ponoka: We are proud to be a safe, healthy, ready and vibrant community. In all of the work we do, we will make these our guiding principles so that we are always proud to call Ponoka our home. It is important to note that this is not a shopping list from which Council can pick and choose. All of these elements must be in place and must be observed by the entire Council and CAO to achieve an integrated and successful framework for sustainable municipal government leadership and decision making.

1. Legal and Regulatory Requirements

- a. Council has a clear understanding of its legal and regulatory responsibilities;
- b. Council ensures the organization is in compliance with legal and regulatory requirements;
- c. Effective use is made of legal resources to support decision-making when required;
- d. The CAO keeps the Council apprised of changes to the regulatory environment; and
- e. Council develops and follows governance policies that provide direction to the CAO and the organization.

2. Policy Development

- a. Policies are important vehicles that Council uses to provide leadership and strategic direction to the organization;
- b. Policies are directional statements that provide a framework within which the organization will operate to fulfill its mission and mandate;
- c. Policies are expressions of the Council's values and perspectives and have broad organizational implications; and
- d. Policies are usually goals or ends focused; or they set parameters for executive action, define the Council - executive relationship or establish process related to the operation of the Council.

3. Strategic Direction Setting

- a. Council approves policies that determine the organization's mission, services and recipients of services;



- b. Council works closely with the CAO to develop, approve and implement the organization's strategic plan;
- c. Council approves policies that define the ethics and values that are to be maintained; and
- d. Council effectively attends to emerging issues and challenges.

4. Council Operations

- a. Council develops and follows clear policies and procedures that define how it operates;
- b. Roles and responsibilities are defined clearly – Councillors, Mayor, Deputy Mayor, Council committees, etc.;
- c. Council shares a common set of values and expectations and works together – Council culture;
- d. Council members receive orientation regarding Council member responsibilities, legal requirements, conflict of interest, etc.; and
- e. Council members have access to continuing education and Council development activities.

5. Relationship with the CAO

- a. Council from a governance perspective has only one employee - the CAO;
- b. Effectively managing the relationship between the Council and the CAO is critical to the Council and the organization's success; and
- c. Failure to understand the appropriate roles of the CAO and the Council leads inevitably to confusion, conflict and, in many cases, disastrous results.

6. Relationships with Stakeholders

- a. Council ensures stakeholders have reasonable access to information about the results achieved by the organizations, e.g., progress on strategic priorities, financial results, emerging issues, etc.;
- b. Council members actively solicit input from the constituencies that they represent;
- c. Council members positively represent the organization to government, business, other agencies, constituencies, funders, and the community at large;
- d. Effective strategies and mechanisms are in place to manage sensitive issues; and
- e. The Mayor, CAO and Council members build and maintain strong external networks which can be used to support the organizations strategic goals and initiatives.

7. Fiscal Stewardship

- a. Budget is appropriately aligned with the mission and Strategic Plan priorities;
- b. Council reviews and approves the annual budget;
- c. Council reviews regular financial reports that are accurate and easy to



- understand;
- d. Council ensures the integrity of financial reporting through the use of an independent auditor;
- e. Council ensures financial reporting requirements are met; and
- f. Council adopts policies to mitigate financial risk.

8. Risk Management

- a. CAO provides the Council with information regarding risk management practices that apply to the organization;
- b. Council and CAO develop and implement various policies designed to manage risk, e.g., asset protection, financial risk, human resources, etc.; and
- c. CAO develops strategies and internal controls required to minimize exposure to risk, e.g., financial spending authorities, liability insurance, information technology disaster recovery plans, etc.

9. Monitoring/Accountability

- a. Council evaluates the performance of the CAO against organizational objectives;
- b. Council and the CAO ensure systems are in place to monitor results being achieved by the organization;
- c. Council and the CAO ensure effective implementation of the Strategic Plan;
- d. CAO ensures effective implementation of Council policies; and
- e. Council ensures adequate accountability and reporting to stakeholders - achievements, fiscal stewardship, etc.

BYLAW NO. 183-05
A BYLAW OF THE TOWN OF PONOKA IN THE PROVINCE OF ALBERTA
RESPECTING THE ESTABLISHMENT OF THE POSITION OF
CHIEF ADMINISTRATIVE OFFICER

PURPOSE AND SHORT TITLE

The purpose of this Bylaw is to establish the position of Chief Administrative Officer of the Town of Ponoka and may be referred to as the CHIEF ADMINISTRATIVE OFFICER BYLAW.

DEFINITIONS

1. *COUNCIL* shall mean the Council of the Town of Ponoka.
2. *MUNICIPAL GOVERNMENT ACT* shall mean the Municipal Government Act, Statutes of Alberta,
3. *TOWN* shall mean the Town of Ponoka.

CHIEF ADMINISTRATIVE OFFICER

4. *Council* hereby establishes the position of Chief Administrative Officer.
5. Until such a time as all bylaws, policies, regulations or procedures can be reviewed and revised and where the term "Town Manager" occurs, the authorities and powers identified shall rest with the Chief Administrative Officer.
6. *Council* will by resolution appoint an individual to the position of Chief Administrative Officer and establish the terms and conditions of the Chief Administrative Officer's employment.
7. The Chief Administrative Officer is authorized to further delegate, and to authorize further delegation of any matter delegated to the Chief Administrative Officer by *Council* under this Bylaw.
8. In addition to the powers, duties and functions given to the Chief Administrative Officer under the Municipal Government Act or any other act, the Chief Administrative Officer will:
 - a. establish the structure of the administration of the *Town*, including establishing, merging, dividing and eliminating departments and establishing a managerial hierarchy and an administrative and reporting policies and procedures;
 - b. establish policy and procedures for hiring all employees of the *Town* to carry out the powers, duties and functions delegated to those employees;
 - c. ensure that the policies and programs of the *Town* are implemented;
 - d. advise and inform *Council* in the operations and affairs of the *Town*;
 - e. supervise, direct, hire, fire, discipline, terminate, promote, demote or transfer all *Town* employees;
 - f. direct, supervise and review the proponents of all departments of the municipality;

BYLAW NO. 183-05

- g. prepare and submit to *Council* the budget estimates of revenue and expenditures and capital programs annually, or as required by *Council*;
- h. monitor and control municipal spending within the budgets established by *Council*;
- i. advise *Council* and make recommendations about the financial condition of the *Town* and the policies and programs as may be necessary or desirable to carry out the powers, duties and functions of the *Town*;
- j. attend all meetings of *Council* and committees of *Council* and meetings of such boards, authorities and other bodies as are required by *Council*;
- k. prepare and submit to *Council* such reports and recommendations as may be required by *Council* or *Council* committees;
- l. appoint an Acting Chief Administrative Officer to act during the absences of the Chief Administrative Officer which has all the powers, duties and functions of a Designated Officer as required under the Municipal Government Act or any other act.
- m. ensure all minutes of *Council* meetings are recorded in the English language, without note or comment;
- n. ensure the names of the Councillors present at *Council* meetings are recorded;
- o. ensure the minutes of each *Council* meeting are given to *Council* for adoption at a subsequent *Council* meeting;
- p. ensure the bylaws and minutes of *Council* meetings and all other records and documents of the *Town* are kept safe;
- q. ensure the Minister is sent a list of the Councillors and any other information the Minister requires within 5 days after the term of the Councillors begin;
- r. ensure the corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- s. ensure the revenues of the *Town* are collected and controlled and receipts are issued in the manner directed by *Council*;
- t. ensure all money belonging to or held by the *Town* is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by *Council*;
- u. ensure the accounts for authorized expenditures referred to in Section 248 of the Municipal Government Act are paid;
- v. ensure accurate records and accounts are kept of the financial affairs of the *Town*, including the things on which a *Town's* debt limit is based and the things included in the definition of debt for the *Town*;

BYLAW NO. 183-05

- w. ensure the actual revenues and expenditures of the *Town* compared with the estimates in the operating or capital budget approved by *Council* are reported to *Council* as often as *Council* directs;
- x. ensure money invested by the *Town* is invested in accordance with Section 250 of the *Municipal Government Act*;
- y. ensure assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 of the *Municipal Government Act* are prepared;
- z. ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*;
- aa. advise *Council* in writing of its legislative responsibilities;
- bb. act as the clerk of the Assessment Review Board having jurisdiction in the *Town*;
- cc. review all requests of any person to obtain information in possession of the *Town* and to provide such information in accordance with the *Municipal Government Act*;
- dd. authorize for the entering into of contracts and/or the expenditure of funds where such contracts or expenditure has been approved by *Council*, either in the budget or otherwise;
- ee. ensure all contracts and agreements are signed with any other person authorized by *Council* to sign them;
- ff. conduct a census when required by *Council* and submit population affidavits in accordance with requirements of the *Municipal Government Act*;
- gg. ensure that the sufficiency of all petitions to *Council* be determined as set out in the Act;
- hh. accept service of all notices and documents on behalf of the *Town*;
- ii. provide certification of notices, decisions, documents and any other certificates or statutory declarations as provide for or required by the *Municipal Government Act*;
- jj. ensure that all minutes of *Council* meetings are signed in conjunction with the person presiding at the meeting;
- kk. ensure that all bylaws are signed in conjunction with the Chief Elected Official;
- ll. ensure that bylaws of the *Town* are consolidated as authorized by *Council*;
- mm. authorize a temporary closure of whole or part of any road for a special event or at any time that a construction or maintenance project on or adjacent to the road may create a hazard;
- nn. authorize the placement from time to time of traffic control devices, including traffic control devices restricting the speed of vehicles, at any locations considered necessary for controlling highways subject to the direction, management and control of the *Town* and provide for a record of all locations to be kept, which shall be open to public inspection during normal business hours;

BYLAW NO. 183-05

- oo. exercise such other powers, duties and functions as may be required by *Council* from time to time.
- pp. authorize and instruct designated officers to take bylaw enforcement measures as required to enforce the various bylaws of the *Town*.

ACCOUNTABILITY

- 9. The Chief Administrative Officer is accountable to *Council* for the exercise of all powers, duties and functions.

EFFECTIVE DATE

- 10. Bylaw No. 109-01 and all amendments are hereby repealed.
- 11. This Bylaw shall come into effect upon third and final reading.

First Reading
Second Reading
Third & Final Reading

TOWN OF PONOKA

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TIME COMMITMENTS OF COUNCIL

MONTH	COUNCIL/ COMMITTEE MEETINGS	EDUCATION	CONFERENCES	PLANNING/ STRATEGY EVENTS
October 2021	Oct. 26 – Org. Mtg & Regular Council			
November 2021	2 Council Meetings (2 nd & 4 th Tuesdays) Committee of the Whole (3 rd Tuesday) 1-2 Committee Meetings	In-house Orientation (date to be determined)	AUMA Convention (3 days)	Nov. Budget Deliberations (2 days)
December 2021	1 Council Meeting Committee of the Whole 1-2 Committee Meetings			
January 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings			Early January – Strategic Planning – 2 days
February 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings		Legal Seminar (optional)	
March 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings			
April 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings			
May 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings			
June 2022	2 Council Meetings Committee of the Whole 1-2 Committee Meetings		FCM Conference June 2-5, 2022 Regina, SK	
July 2022	1 Council Meeting 1 Committee of the Whole			
August 2022	1 Council Meeting 1 Committee of the Whole			
Sept. 2022	2 Council Meetings 1 Committee of the Whole 1-2 Board & Committees			
Oct. 2022	2 Council Meetings 1 Committee of the Whole 1-2 Board & Committees			

On average, Council dedicates approximately 15 hours a month for attendance at and preparation for Council and Committee of the Whole meetings. Additional Committee work may entail 3 – 6 hours a month.

* Time estimates for Council meetings are based on a two-hour Council meeting plus 2 hours prep time = 4 hours.

* It is estimated that each Councillor will attend 1-2 Board/Committee meetings per month (dependent on their portfolio) – estimate 3 hours (meeting & prep time) per meeting

Additional events to plan for:

Budget Deliberations	2 days
Strategic Planning	2 days
Mandatory Education – Alberta Municipal Affairs	2 days
Post Election Workshop (unconfirmed)	1 day
Conference attendance – AUMA Convention & Pre-Conference	3 – 4 days
- Federation of Canadian Municipalities Conference (FCM) (attended by 2-3 members of Council)	4 days
- Legal seminars	1 day
- Conferences related to Committee work (list of prior Conferences attended attached)	2 days (average)

Attendance at public functions – Town Open Houses/Community Consultation, Business Awards, Festival of Trees, Public Openings & Special Events, and additional unplanned/miscellaneous events

Additional commitments of the Mayor include:

-) Municipal Leader's Caucus – 1 full day every quarter – alternating locations
-) Central Alberta Mayor's & Reeves Meetings – held quarterly (evening meeting) – various locations
-) North Red Deer River Water Services Commission Meetings – 4th Monday of the month – approx. 1-2 hours – Lacombe
-) Committee attendance
-) Various Public Events – Rimoka Birthday Party, Official Openings, Media Events

2020 - 2021 COUNCIL MEETING SCHEDULE

Regular Meeting Date (2nd & 4th Tuesdays)	Committee of the Whole Meeting Date (3rd Tuesday)
Monday, November 9, 2020 @ 6:00 p.m.	November 17, 2020 @ 6:00 p.m.
November 24, 2020 @ 6:00 p.m.	
December 8, 2020 @ 6:00 p.m.	
January 12, 2021 @ 6:00 p.m.	January 19, 2021 @ 6:00 p.m.
January 26, 2021 @ 6:00 p.m.	
February 9, 2021 @ 6:00 p.m.	February 16, 2021 @ 6:00 p.m.
February 23, 2021 @ 6:00 p.m.	
March 9, 2021 @ 6:00 p.m.	March 16, 2021 @ 6:00 p.m.
March 23, 2021 @ 6:00 p.m.	
April 13, 2021 @ 6:00 p.m.	April 20, 2021 @ 6:00 p.m.
April 27, 2021 @ 6:00 p.m.	
May 11, 2021 @ 7:00 p.m.	May 18, 2021 @ 7:00 p.m.
May 25, 2021 @ 7:00 p.m.	
June 8, 2021 @ 7:00 p.m.	June 15, 2021 @ 7:00 p.m.
June 22, 2021 @ 7:00 p.m.	
July 13, 2021 @ 7:00 p.m.	
August 10, 2021 @ 7:00 p.m.	August 17, 2021 @ 7:00 p.m.
September 14, 2021 @ 7:00 p.m.	September 21, 2021 @ 7:00 p.m.
September 28, 2021 @ 7:00 p.m.	
October 12, 2021 @ 7:00 p.m.	
October 26, 2021 @ 6:00 p.m.	

2017– 2021 DEPUTY MAYOR SCHEDULE

SCHEDULE:

<u>October 2017 – May 2018</u>	<u>Councillor Dillon</u>
<u>June 2018 – February 2019</u>	<u>Councillor Underhill</u>
<u>March 2019 – November 2019</u>	<u>Councillor Prediger</u>
<u>December 2019 – July 2020</u>	<u>Councillor Lyon</u>
<u>August 2020 – March 2021</u>	<u>Councillor Ferguson</u>
<u>April 2021 – October 2021</u>	<u>Councillor Nelson</u>

COUNCIL STANDING COMMITTEE APPOINTMENTS 2020/2021

COMMITTEE	MEMBER (2020/21)
Finance and Human Resources (budget, policies, bylaws, union negotiations)	Councillor Dillon
Finance & HR Committee	Councillor Dillon/Councillor Ferguson
Planning, Promotion and Economic Development	Councillor Prediger
Economic Development Board	Councillor Prediger/Councillor Nelson
Heritage and Downtown Revitalization Committee	Councillor Prediger/Councillor Nelson
Parkland Community Planning Services (annual mtg.)	Councillor Lyon/Councillor Ferguson
Protection and Safety Services (COPS, Rural Crime Watch, RCMP Liaison)	Councillor Dillon/Councillor Nelson
Police Advisory Committee	Councillor Dillon/Councillor Nelson
Ponoka Victim Services	Councillor Dillon/Councillor Nelson
Emergency Advisory Committee	Councillor Dillon/Councillor Nelson
Community Services	Councillor Ferguson/Councillor Lyon
Ponoka Jubilee Library Board	Councillor Ferguson/Councillor Lyon
Parkland Regional Library Board	Councillor Ferguson/Councillor Lyon
Fort Ostell Museum	Councillor Ferguson/Councillor Lyon
Recreation, Parks and Trails	Councillor Prediger/Councillor Underhill
Recreation Advisory Committee	Councillor Prediger/Councillor Underhill
Ponoka Ag Events Centre Society	Councillor Underhill/Mayor Bonnett
Ponoka Stampede & Exhibition Association (Liaison)	Councillor Dillon/Mayor Bonnett
Social and Health Services	Councillor Lyon
Family and Community Support Services Board	Councillor Lyon/Councillor Ferguson
Rimoka Housing Foundation	Councillor Lyon/Councillor Dillon
Transportation, Utilities, Cemetery and Environmental Services	Councillor Nelson
Utilities/Environmental Committee	Councillor Nelson/Mayor Bonnett
North Red Deer River Water Services Commission	Councillor Nelson
Regional Partnerships	
Pê Sâkâstêw Centre	Councillor Dillon
Intermunicipal Collaboration Framework / Intermunicipal Development Plan	Councillor Nelson/Councillor Underhill
Sub-Committees	
Recreation	Councillor Prediger/Councillor Underhill

*Mayor is Ex-Officio of all committees appointed under the authority of the *Municipal Government Act*

PREVIOUS CONFERENCES ATTENDED

CONFERENCE TITLE	DATES
Alberta Community Crime Prevention Association	May 2022
Alberta Recreation & Parks Association	October 2022
Alberta Urban Municipalities Assoc. (AUMA)	
Economic Developers Association	
Federation of Canadian Municipalities (FCM)	June 3-5, 2022 Saskatoon
Brownlee/Reynolds Mirth Law Conferences	February 2022
Alberta Emergency Mgmt. Assoc. Summit	November 20
Community Planning Association	April 30 - May 2, 2018

*additional conferences may be required through participation on external Committees (i.e., Rimoka Housing Foundation, FCSS, etc.)

EDUCATION/TRAINING FOR COUNCIL

The Mayor and Council have access to education through the Elected Official Education Program (EOEP) provided by Alberta Municipal Affairs. With the upcoming changes to the *Municipal Government Act* there is a mandatory requirement for Council to attend post-election training. Munis 101 is a 2-day course that has been developed and endorsed by Municipal Affairs to meet the mandatory training requirements.

Attached is an overview of the Munis 101 training followed by the list of other courses offered through EOEP.

In addition, Council may obtain education/information from attending conferences.

On occasion, Council has attended consultant led sessions post-election with other municipal leaders.

An initial orientation for Council will be planned in-house to provide further information on Town services and operations, bylaws, policies, etc. Ongoing education for Council on Town projects and initiatives is usually held at Committee of the Whole meetings.



Elected Officials Education Program

[About »](#)[Courses »](#)[Home](#) [Munis 101](#)

Munis 101

The Essentials of Municipal Governance

Whether you are a new or returning councillor, developing your skills and knowledge of what it takes to effectively serve your constituents is always a good strategy.

Munis 101: The Essentials of Municipal Governance delivers the key information and strategies that you need to excel in your role. Munis 101 is completely updated to reflect recent changes made to the *Municipal Government Act*, and includes best practices in everything from public participation to considering how to set tax rates.

Munis 101 will not only prepare you to excel in your role, but it also meets all Alberta Municipal Affairs requirements for mandatory post-election training by providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information. In fact, the course has been endorsed by Alberta Municipal Affairs, so you can be confident that you have the baseline skills and knowledge you need to succeed.

Munis 101 is a two-day, in-person course with plenty of opportunities for reflection, discussion, and applying concepts and ideas to your own municipal context. The course is divided into five modules as follows:

Module 1 – Apply the Basics of Municipal Governance and Legislation in Alberta

- Distinguish the role of municipalities in Alberta
- Govern within the municipal organization and function

Module 2 – The Elected Official's Role in Municipal Leadership

- Recognize the roles and responsibilities of municipal elected officials
- Recognize and respect the roles and responsibilities of municipal staff
- Apply common council decision-making processes
- Work effectively within your individual leadership style

Module 3 – Navigate the World of Municipal Finance

Upcoming Courses

Regional Partnerships & Collaboration - ZOOM -

[all courses](#)

- Recognise important budgeting and financial administration processes
- Distinguish how municipalities are funded

Module 4 – Explore the Role of Municipal Planning and Development

- Recognize how municipalities plan and grow
- Understand common planning and development processes

Module 5 – Ensure Effective Collaboration

- Recognize the importance of collaboration and the available tools
- Build relationships with local businesses and non-profits
- Recognize the opportunities and challenges of collaborating

Other Available Courses

- [Regional Partnerships and Collaboration](#)
- [Council's Role in Strategic Planning](#)
- [Council's Role in Municipal Service Delivery](#)
- [Council's Role in Land Use and Development Approvals](#)
- [Council's Role in Public Engagement](#)
- [Municipal Corporate Planning and Finance](#)

To register for this course, [log into](#) this site and choose a date that you want to register for using the calendar on the [Courses](#) page or the Link in the Sidebar

ABOUT

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Courses

Course Descriptions
Additional Materials

Contact Us

Phone: 780-989-7431
Email: registrar@eoep.ca

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TOWN OF PONOKA

Strategic Plan 2018–2023 REFRESH



TOWN OF PONOKA COUNCIL



RICK BONNETT
Mayor



TED DILLON
Councillor



KEVIN FERGUSON
Councillor



CARLA PREDIGER
Councillor



CLAYTON NELSON
Councillor

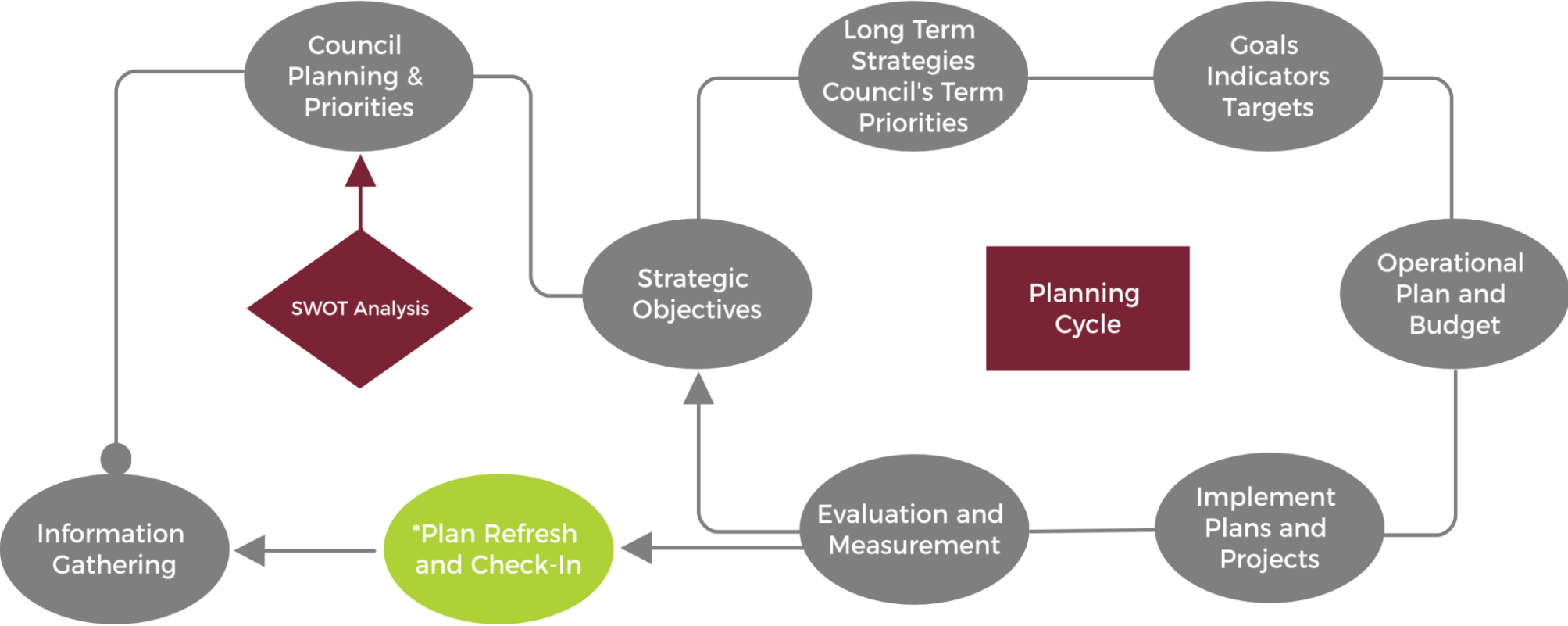


SANDRA LYON
Councillor

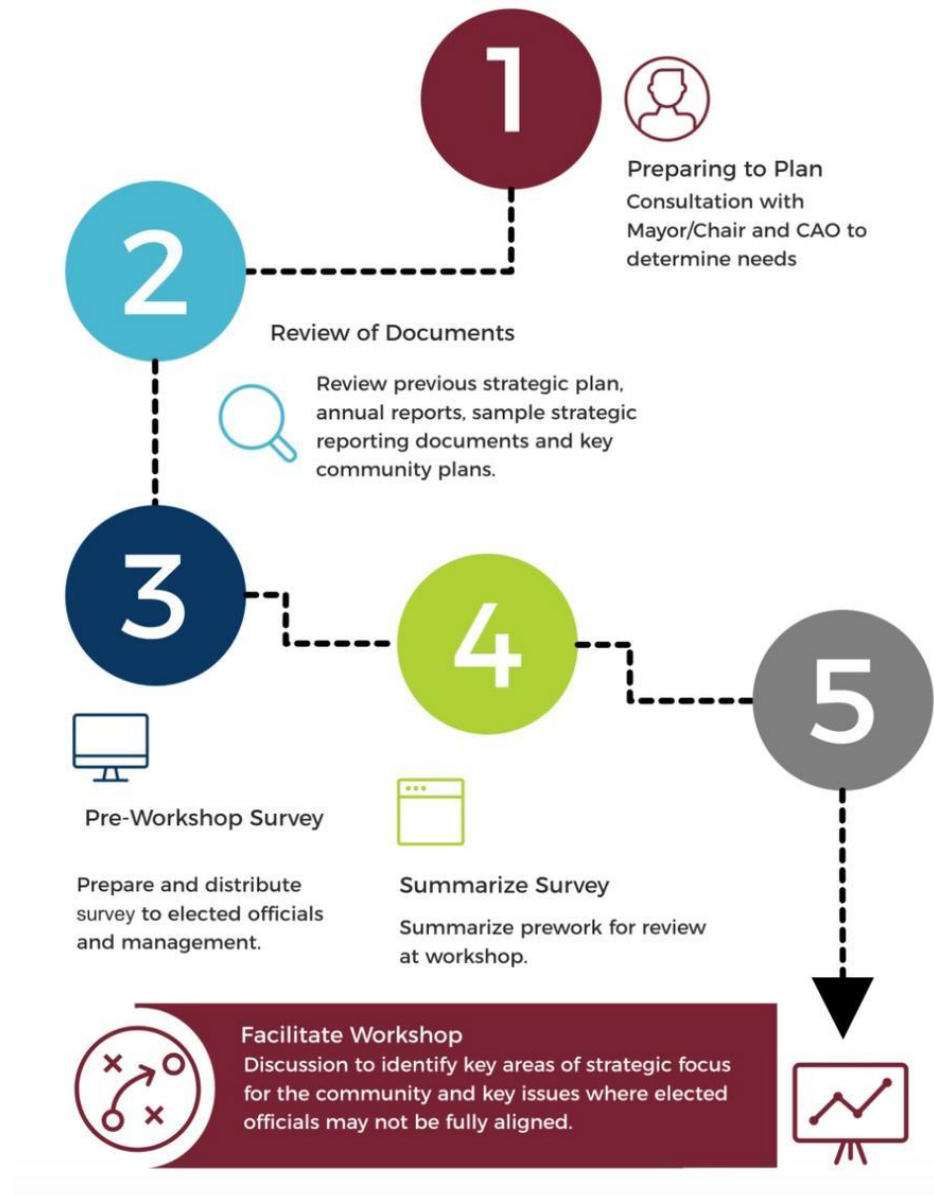


TERI UNDERHILL
Councillor

How do we measure our progress?



STRATEGIC PLAN REFRESH: Council and senior management met for an additional two-day session in August 2020 to 'check in' on the plan. While some adjustments were made, the overall direction set by Council at the start of their term was reconfirmed and refreshed.





VISION

To be a thriving community with a hometown feel.



MISSION

We will provide our community accessible government and quality services in a responsible manner within a healthy environment.



VALUES

Integrity: We will be honest, responsible and trustworthy.

Service: We have a strong commitment to serving our community.

Excellence: We will strive for the highest quality in all that we do.

Respect: We will treat others the way we would want them to treat us.

Communication: We will maintain transparency and open communication between the community and the Town's government.

STRATEGIC PRIORITIES



Governance and Service Excellence

We focus on good governance and service excellence in our delivery of cost effective services to our residents.



Relationships

We actively engage with our residents, partners, key stakeholders and neighbours.



Growth & Economic Health

We align our processes, infrastructure and financials to incent the growth of Ponoka.

We focus on creating an environment that allows our businesses to be successful and that is attractive to new businesses and residents.



Quality of Life

We understand that quality of life (a safe, healthy and thriving community) is what makes Ponoka a great place to live, work and play.



Governance and Service Excellence

We focus on good governance and service excellence in our delivery of cost effective services to our residents.

AREA OF FOCUS

Ensure we have clear, understandable and measurable service levels

Ensure robust financial planning to support effective decision making

Ensure good governance and effective utilization of Council-appointed Boards and Committees

Proactively manage our assets and infrastructure to ensure reliability and cost containment

Ensure our bylaws and policies are relevant, up to date and enforced

Focus on communicating who we are, what we do and our progress

Continue to innovate in our management of Town utilities



Relationships

We actively engage with our residents, partners, key stakeholders and neighbours.

AREA OF FOCUS

Continue to focus on robust two-way communication with our residents

Support the key role our volunteers play in our community

Continue to work with our neighbours to find areas of joint interest

Engage with our First Nations neighbours in a meaningful way

Recognize the Ponoka Stampede as a key element of community pride and economic development

Advocate and support the continued success and growth of our post-secondary offerings



Growth & Economic Health

We align our processes, infrastructure and financials to incent the growth of Ponoka.

We focus on creating an environment that allows our businesses to be successful and that is attractive to new businesses and residents.

AREA OF FOCUS

Attract people to Ponoka to live, work and play

Marketing and branding of Ponoka

Implement the Downtown Action Plan to create a vibrant and experiential place to be

Ensure we have sufficient land options to diversify our economy and land base

Leverage our infrastructure to attract businesses and workers in post COVID times



Quality of Life

We understand that quality of life (a safe, healthy and thriving community) is what makes Ponoka a great place to live, work and play.

AREA OF FOCUS

Take active steps to advance the Community Wellness Centre

Continue to support public safety in partnership with RCMP

Ensure we have safe road and trail transportation options in the Town

Maintain and enhance built and natural recreational amenities

Support diversity of housing options in our land use planning



Governance and Service Excellence

AREA OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME
Ensure we have clear, understandable and measurable service levels	<ul style="list-style-type: none">• Complete and communicate service levels
Ensure robust financial planning to support effective decision making	<ul style="list-style-type: none">• Develop viable capital plan• Develop revenue strategy• Develop long-term financial plan• Review corporate rates and fees
Ensure good governance and effective utilization of Council-appointed Boards and Committees	<ul style="list-style-type: none">• Review and update governance model to align with Strategic Plan refresh.
Proactively manage our assets and infrastructure to ensure reliability and cost containment	<ul style="list-style-type: none">• Complete electrical asset upgrades• Continue to develop Asset Management Plan• Implement Transportation Master Plan• Implement Urban Framework Master Plan• Implement Master Servicing Study
Ensure our bylaws and policies are relevant, up to date and enforced	<ul style="list-style-type: none">• Update bylaws and policies• Conduct policy framework review
Focus on communicating who we are, what we do and our progress	<ul style="list-style-type: none">• Complete Town Website refresh and develop Town app• Annual Report• Regular news releases/Hometown Weekly updates• Social Media updates
Continue to innovate in our management of Town utilities	<ul style="list-style-type: none">• Waste Water Treatment Facility planning• Continue recycling program



Relationships

AREA OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME
Continue to focus on robust two-way communication with our residents	<ul style="list-style-type: none">• Continue with project open houses and public engagement initiatives• Ongoing implementation of Public Participation Policy• Promote and respond to online service requests
Support the key role our volunteers play in our community	<ul style="list-style-type: none">• Onboarding/orientation of volunteers• Plan a volunteer recognition event
Continue to work with our neighbours to find areas of joint interest	<ul style="list-style-type: none">• Explore the potential for Inter-municipal Agreements with Rimbey, Lacombe, Wetaskiwin• Explore collaboration with Ponoka County and Rimbey - joint funding of shared services• Schedule joint meetings with Town/County Council to maintain ongoing communications
Engage with our First Nations neighbours in a meaningful way	<ul style="list-style-type: none">• Continue relationship building with our First Nations neighbours• Collaborate with First Nations and explore initiatives of mutual benefit
Recognize the Ponoka Stampede as a key element of community pride and economic development	<ul style="list-style-type: none">• Champion collaborative planning for areas south of Highway 53 and east of Highway 2A• Complete land transfer to Stampede Association
Advocate and support the continued success and growth of our post-secondary offerings	<ul style="list-style-type: none">• Continue to collaborate with local post-secondary institutions (Campus Alberta Central (RDC & Olds College) and Grant MacEwan - Psych Nursing Program)



Growth & Economic Health

AREA OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME
Attract people to Ponoka to live, work, and play	<ul style="list-style-type: none">• Continue to develop and implement the Economic Development Strategy<ul style="list-style-type: none">• resident attraction campaigns• new resident tax incentive program• business attraction initiatives• business tax incentive program
Marketing and branding of Ponoka	<ul style="list-style-type: none">• Develop Marketing Plan to support implementation of Economic Development Strategy initiatives and promotion of Town facilities and programs• Branding refresh to support new resident and business attraction• Establish dedicated staff resources
Implement the Downtown Action Plan to create a vibrant and experiential place to be	<ul style="list-style-type: none">• Continue downtown capital investment
Ensure we have sufficient land options to diversify our economy and land base	<ul style="list-style-type: none">• Develop surplus lands inventory• Initiate purchase of Ponoka Civic Centre - fill the Civic Centre
Leverage our infrastructure to attract businesses and workers in post-COVID times	<ul style="list-style-type: none">• Promote remote working• Promote Telus Fibre Optic



STRATEGIC PRIORITY

Quality of Life

AREA OF FOCUS	PROJECTS AND INITIATIVES THAT SUPPORT THIS THEME
Take active steps to advance the Community Wellness Centre	<ul style="list-style-type: none"> Complete Community Wellness Centre planning <ul style="list-style-type: none"> Financial analysis Land/site servicing Environmental Master Plan Explore Memorandum of Understanding with Ponoka County and First Nations neighbours
Continue to support public safety in partnership with RCMP	<ul style="list-style-type: none"> Complete RCMP building assessment Maintain the Police Advisory Committee Clarify bylaw enforcement service level expectations
Ensure we have safe road and trail transportation options in the Town	<ul style="list-style-type: none"> Implement Transportation Master Plan Continue infrastructure investment Create and implement multi-year parks and trail programs
Maintain and enhance built and natural recreational amenities	<ul style="list-style-type: none"> Maintain and enhance parks, trails, mowing Implement playground/park program Complete recreational facility upgrade programs
Support diversity of housing options in our land use planning	<ul style="list-style-type: none"> Endeavor to supply suitable residential lands to Habitat for Humanity Support local social housing initiatives



Budget Process Overview

- Every time your street is plowed, your garbage or recycling is collected, you visit a trail or park, or swim at the pool you can see your tax dollars at work.
- It is the municipal budget decisions that set the funding for the programs and services that maintain our quality of life.
- Developing the budget involves making difficult decisions between essential programs, infrastructure demands, and the wants and needs of residents.
- It is the responsibility of the Mayor and Council to lead Administration through this process and to make those difficult decisions on behalf of taxpayers.
- The budget is the center of the municipal financial system and setting the budget is the most important decision Council makes.



- The Budget is an annual process involving Council and Administration. The budget is a living document and tool used to direct staff by setting goals and objectives of the Municipality on an annual basis.
- The budget needs to meet the requirements of operating the municipal functions in an effective manner and meet the requirements of Municipal taxpayers and inhabitants (Residential and Commercial).
- The budget is also prepared in line with Council identified priorities, the Town's Strategic Plan, the ten-year capital plan, and contractual obligations such as leases and debenture payments.
- Almost everything the municipality does has a cost associated with it.
- The following Municipal Government Act (s. 242, 243, 244, 245, 246, and 247) pertain to budgets.



Town of Ponoka

The Town's 2021 Budget is approximately \$27 million with the **Operating Budget** just over \$19 million with the **Capital Budget** at \$7.7 million. This includes carry forward capital projects from 2020.

- ✓ The **Operating Budget** covers the expenditures (e.g. wages/benefits, supplies, contracted services, utilities, etc.) required to deliver the day to day municipal services like snow removal, road maintenance, emergency services, park and trail maintenance, and recreation facilities. It also includes revenues that municipalities receive (e.g. user fees, interest income, permit fees, etc.)
- ✓ The **Capital Budget** plans for the purchase and financing of assets such as equipment or improvement of existing infrastructure such as constructing and renewing buildings, roads, and parks.



Overview of the Annual Budget Process

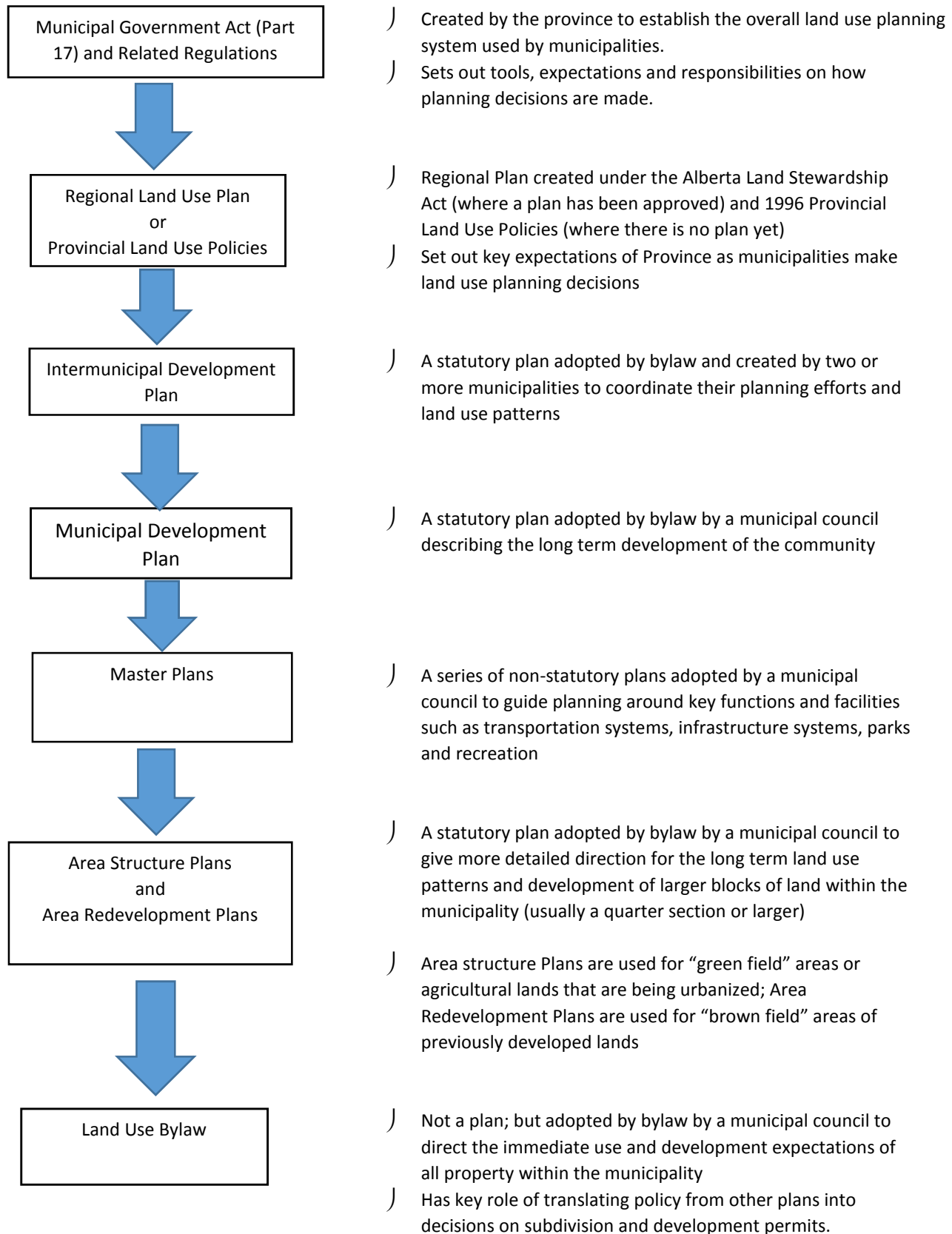
-)] The budget process begins with **Strategic Planning** in early 2022.
 - o Goal of this session is to set the direction and priorities for the organization during the next 4 years or a length of time as determined by Council.
-)] In the spring Council provides direction to the CAO regarding the municipal mill rate, goals, and objectives for the next budget year.
-)] Administration then prepares the **Interim Budget**.
 - o The **Interim Budget** is presented to Council in November through 2 days of budget deliberations where Council and Administration review the budget.
 - o Budget deliberations are open to the Public.
-)] The **Interim Budget** is finalized and brought back to Council in December for approval for the next budget year.
-)] The **Final Budget** is finished in the spring of the following year once property assessments are completed.
 - o Presented to Council in early April for final approval.

Municipal Budget Facts:

-)] An **Interim Budget** is created as the **Final Budget** can't be adopted until the property assessments are prepared in order to set the property tax mill rate.
-)] The MGA requires that every Municipality adopt an annual operating and a capital budget.
-)] The **Property Tax Bylaw** cannot be passed until both the operating and capital budgets have been adopted.
-)] Municipalities are not allowed to budget for a deficit.
-)] Total revenues over a 4 year period must be equal or greater than total actual expenditures.
-)] A **surplus** occurs if actual revenues exceed actual expenses. Every year a **balanced budget** is presented to Council for approval based on estimated revenues and estimated expenses.
-)] Funds to finance municipal operations come from **property taxes and user fees** (fees for permits, services, etc.)
-)] The Municipality also receives **grant funding** from other levels of government (the Government of Alberta or Federal Government). These grants may be unconditional or targeted to specific projects.



Planning Framework



Framework for Land Use Planning

Provincial Planning Framework

The *MGA* and its regulations, along with other related legislation affect planning decisions.

MUNICIPAL GOVERNMENT ACT (MGA)

The *MGA* regulates the subdivision and development of land in Alberta. It provides guidance on land use planning in Alberta.

The *Subdivision and Development Regulation*, adopted under the *MGA*, outlines the information required for subdivision applications, referral agencies, relevant considerations for approvals of subdivision applications, and the time limits for issuing a decision on a subdivision application.

PROVINCIAL LAND USE POLICIES

Section 622 of the *MGA* provides for the establishment of provincial land use policies that identify common issues to be considered in municipal planning.

Section 622(3) of the *MGA* requires that every statutory plan, land use bylaw and action undertaken pursuant to this part ...must be consistent with the land use policies.

The land use policies do not apply in any planning for which a regional plan has been adopted pursuant to the *Alberta Land Stewardship Act (ALSA)* (s. 622(4) of the *MGA*).

ALSA

ALSA incorporates the Land Use Framework, setting out seven “land-use regions” for the province. The *MGA* has been amended to require planning and subdivision authorities’ and the *SDAB*’s actions to be consistent with any applicable *ALSA* regional plan (s. 630 of the *MGA*).

Municipal Planning Framework

The *MGA* establishes the authority of municipalities to develop, adopt, implement, and review plans and bylaws that integrate the legislation, planning principles, and community views.

STATUTORY PLANS

Municipal Development Plans, Intermunicipal Development Plans and Area Structure Plans are adopted by municipalities in accordance with the *MGA* to ensure effective long-term growth strategies for a municipality.

LAND USE BYLAWS

A land use bylaw defines the land use districts, the land uses within each district and the development standards. It provides the details to evaluate applications for development or subdivision and acts as the implementation document for the statutory plans.

BYLAW NO. 413-18

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A BYLAW IN THE TOWN OF PONOKA IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF COUNCIL

WHEREAS pursuant to the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 as amended or replaced from time to time, Council may pass a Bylaw respecting the procedure and conduct of Council;

AND WHEREAS Council of the Town of Ponoka deems it necessary to pass a Bylaw establishing a procedures Bylaw;

NOW THEREFORE COUNCIL OF THE TOWN OF PONOKA DULY ASSEMBLED ENACTS AS FOLLOWS:

SHORT TITLE

This Bylaw shall be called the “*Council Procedures Bylaw*.”

DEFINITIONS

In this Bylaw, unless the context otherwise requires:

1. “*Act*” shall mean the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26, as amended or replaced from time to time.
2. “*Acting Mayor*” shall mean the member selected by Council to preside at any meeting of Council.
3. “*Administrative Inquiry*” shall mean a written request from a Member of Council to the Administration, for the future provision of information and report.
4. “*Bylaw*” shall mean a Bylaw of the Town of Ponoka.
5. “*Chairperson*” or Chair shall mean the person presiding at meetings of Council or in the case in which the Mayor assigns a member of Council to conduct the meeting at his/her request it shall mean that person who is assigned to conduct the meeting while the Mayor remains the person presiding at the meeting.
6. “*Chief Administrative Officer (CAO)*” shall mean the person appointed as Manager of the Town of Ponoka and whatsoever subsequent title may be conferred on him or her by Council or Statute, and includes any person who holds this position in an acting capacity.
7. “*Committee of the Whole*” shall mean a committee comprised of all members of Council who are in attendance.

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8. “*Council*” shall mean the Council of the Town of Ponoka.
9. “*Delegation*” shall mean a person or group of persons wishing to appear before the Council to address a specific matter.
10. “*Deputy Mayor*” shall mean the member who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor.
11. “*In Camera*” shall mean a meeting not open to the public due to the matter(s) to be discussed are within one of the exceptions to disclosure as outlined in the *Freedom of Information and Protection of Privacy Act*.
12. “*Mayor*” shall mean the Chief Elected Official elected in accordance with the Municipal Government Act.
13. “*Member*” shall mean a member of Council.
14. “*Notice of Motion*” is the means by which a Member of Council brings business before Council.
15. “*Person*” shall include an individual, partnership, corporation, trustee, executor, or administrator.
16. “*Point of Information*” shall mean a request directed to the Mayor, or through the Chair to another member or to staff, for information relevant to the business at hand, but not related to a point of procedure.
17. “*Point of Order*” shall mean the raising of a question by a member to call attention to any departure from the Procedure Bylaw.
18. “*Point of Procedure*” shall mean a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of a motion.
19. “*Public Forum*” shall mean the portion of the meeting where a person or group may address Council for a maximum of 2 minutes to bring items to Council’s attention. The total time allocated per meeting for public forum shall be 10 minutes. If the Public Forum requires more time, the individual may request to be scheduled into the ‘presentations’ portion of the next scheduled meeting.
20. “*Public Hearing*” shall mean a meeting of Council convened to hear matters pursuant to the *Municipal Government Act*, any other Act, and any other matter at the direction of Council.
21. “*Privilege*” shall mean a raising of a question which concerns a member of Council, or the Council

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collectively when a member believes that another member has spoken disrespectfully towards him or the Council, or when he or she believes his or her comments have been misunderstood or misinterpreted by another member or members.

22. "*Quorum*" shall mean a majority of those members elected and serving on Council.
23. "*Town*" shall mean the Town of Ponoka.
24. "*Written Notice*" shall mean letter, email, or facsimile.

GENERAL

25. This Bylaw shall govern the proceedings of Council.
26. When any matter relating to the proceedings of Council is not addressed in this Bylaw, reference shall be made in accordance with the *Municipal Government Act*; and then, Roberts Rules of Order.
27. In the event of conflict between the provisions of this Bylaw and Roberts Rules of Order, the provisions of this Bylaw shall apply.
28. Any provision of this Bylaw may be repealed, amended or varied and additions made by a two-thirds vote, provided notice of proposed amendments has been given at a preceding regular meeting.
29. Notwithstanding the above, and in the absence of any statutory obligation, any provision of this Bylaw may be waived by motion of Council, provided two-thirds of all the members vote in favor thereof, to deal with a matter under consideration.
30. In the absence of or in the inability of the Mayor or Deputy Mayor to act Council shall appoint any other member as Acting Mayor as provided by the *Act*.

PUBLIC CONDUCT

31. Members of the public and media who constitute the audience in the Council Chamber during a Council meeting shall:
 - a) not address Council without Council permission;
 - b) not use offensive words or unparliamentary language;
 - c) not interrupt a member while speaking;
 - d) maintain order and quiet;
 - e) not applaud or otherwise interrupt any speech or action of the members, or any other person addressing Council; and
 - f) refrain from wearing headwear, unless for ethnic/religious reasons, in Council Chambers.

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32. A member of the public who persists in a breach of this section, after having been called to order by the Chairperson may, at the discretion of the Chair, be ordered to leave Council Chambers.
33. Should the member of the public refuse to leave Council Chambers, the Mayor may request his or her removal by the police.

QUORUM

33. As soon as there is a quorum of Council after the hour fixed for the meeting, the Chairperson shall take the Chair and call the members to order.
34. In the case that both the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the scheduled meeting time and a quorum is present, the Chief Administrative Officer or designate shall call the meeting to order and call for a Chairperson to be chosen by motion.
35. Unless a quorum is present within 30 minutes after the time appointed for the Council meeting, the Council shall stand adjourned until the next regular meeting date or until a special meeting is called to deal with the matters intended to be dealt with at the adjourned meeting. The Chief Administrative Officer shall record the names of the members present at the expiration of the 30 minute time limit and such record shall be appended to the next Agenda.

NOTICE OF MEETINGS

36. Section 196(2) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 states: Notice of a Council or Council Committee meeting to the public is sufficient if the notice is given in a manner specified by Council. The Town of Ponoka's Notice of Council or Council Committee meetings will be posted on the bulletin board as a minimum requirement in the front entrance of Town Hall as well as on the Town's website.

INAUGURAL MEETING

37. The Organizational Meeting immediately following a General Municipal Election shall be called the Inaugural Meeting.
38. During the Inaugural Meeting the Chief Administrative Officer shall:
 - a) take the Chair;
 - b) call the meeting to order;
 - c) preside over the meeting until the oath, prescribed by the *Oaths of Office Act*, has been administered to the Mayor.
39. After the Mayor has taken the oath and assumed the Chair, the Councillors who have been elected at an election, immediately preceding the meeting, shall take the official oath as prescribed by the *Oaths of Office Act*.

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ORGANIZATIONAL MEETING

40. An Organizational Meeting of Council shall be held annually pursuant to the *Act*.
41. The Chief Administrative Officer shall fix the time and place of the Organizational Meeting.
42. The Agenda for the Organizational Meeting shall be restricted to:
 - a) the administration of the oath and the introduction of new members, should the meeting follow the General Municipal Election;
 - b) the establishment of the regular meeting dates for Council and its standing committees;
 - c) the appointment of members to act on committees, boards and other bodies on which Council is entitled to representation;
 - d) appointment of the Deputy Mayor;
 - e) and any such other business as is required by the *Act*.

REGULAR MEETINGS

43. The time and date of regular meetings of Council shall be established by motion at the annual Organizational Meeting.
44. In the case where a regular meeting conflicts with a General Holiday, the regular meeting shall be held on the first working day thereafter.

IN CAMERA MEETINGS

45. Council may, by motion, go into an In Camera meeting to consider a matter that is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, which meeting:
 - a) may be held in private;
 - b) may exclude any person or persons therefrom; and shall not have the power to pass any motion except one to revert to the open meeting.
46. Councillors are to keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.

SPECIAL MEETINGS

47. The Mayor may call special meetings of Council whenever he or she considers it expedient to do so.
48. Written notice of a special Council meeting stating the time and place at which it is to be held, and stating in general terms the nature of the business to be transacted thereat, shall be provided to the members not less than 24 hours in advance of the meeting.

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49. The Mayor may call a special meeting of Council upon such shorter notice, either oral or written, as he or she considers sufficient, however no such special meeting may be held until at least two-thirds of the members of Council give their consent in writing to the holding of the meeting.
50. No business other than that stated in the notice shall be transacted at any special meeting of Council, unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.
51. Where a special meeting is requested by a majority of Council, the Mayor shall call such meeting within 14 days of the date on which the request in writing was delivered to the Mayor or Chief Administrative Officer.
52. The Chief Administrative Officer shall place at the disposal of each member a copy of the agenda and supporting material as soon as possible after the call of a special meeting but not less than 24 hours in advance of the meeting, except in those circumstances where less than 24 hours notice is given for a meeting.

MEETINGS THROUGH ELECTRONIC COMMUNICATIONS

53. A meeting may be conducted by means of electronic or other communication facilities if:
 - a) Notice is given to the public of the meeting, including the way in which the meeting is to be conducted.
 - b) The facilities enable the public to watch and listen to the meeting at a place specified in that notice and a designated officer is in attendance at that place; and
 - c) The facilities enable all of the meeting's participants to watch or hear each other.
54. Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

COMMITTEE OF THE WHOLE

55. The Committee is an informal working committee whose purpose is to review and study pertinent Town matters and to more fully explore issues, or review complex matters.
56. The Committee shall consist of all members of Council and the Chairperson shall be the Mayor.
57. Agenda items shall be determined by Council, Mayor or CAO.
58. All items for the Agenda shall be delivered in writing to the CAO by noon on Tuesday of the week preceding the meeting.

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59. The CAO shall place at the disposal of each member a copy of the agenda and all supporting material no later than 4:00 p.m. on the Friday preceding the meeting.
60. No formal minutes will be prepared for these meetings.
61. The Committee shall not have any formal decision making power and for any items that require decisions; these matters will be referred to Council or a Council Board or Committee with decision-making authority.
62. The Committee shall conduct its meetings in public unless Section 197(2) of the MGA applies. The agenda will be posted on the Town website.

COUNCIL AGENDA

63. The Agenda shall be prepared by the Chief Administrative Officer or designate in conjunction with the Mayor.
64. All items for the Agenda shall be delivered in writing to the Chief Administrative Officer by noon on the Monday of the week preceding the meeting of Council.
65. At the discretion of the Chief Administrative Officer, additional agenda items, reports and supplementary materials that are of very high priority, are time sensitive and are received too late to be included in the agenda may be made available for consideration of Council as an additional agenda item. This information will be delivered to Council members in paper or electronic format as soon as possible. Despite the urgency of any proposed additional item, an item will only be added to the agenda when there is sufficient information available for Council to make a decision.
66. The Chief Administrative Officer shall place at the disposal of each member a copy of the agenda and all supporting materials no later than 4:00 p.m. on the Wednesday of the week prior to the regular meeting.
67. The business of Council will be stated in the agenda in the following order:
 - (a) Call to Order
 - (b) Approval of the Agenda
 - (c) Approval of Minutes
 - (d) Public Hearings
 - (e) Delegations/Presentations
 - (f) Public Forum
 - (g) Unfinished Business
 - (h) New Business
 - (i) Chief Administrative Officer's Report
 - (j) Council Reports

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- (j) Correspondence
- (k) Information Items
- (l) Notices of Motion
- (m) Adjournment
- (n) In Camera (as required)

68. The order of business established above shall apply unless Council otherwise determines by a majority vote of the members present, and the vote upon a matter of priority of Council business shall be decided without debate.

PUBLIC HEARINGS

69. 'Adjourn' used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.
70. 'Close' used in relation to a Public Hearing, means to terminate the Public Hearing.
71. At the commencement of a Public Hearing, the Chairperson shall:
- a) state the matter to be considered at the hearing;
 - b) inform those present of the procedure, which shall be followed in hearing the respective submissions; advise those members of the public in attendance who wish to speak in favour of or opposed to the Bylaw to include their name and address on the sign-in sheet. A copy of the rules of procedure for public hearings will also be made available to the public.
 - c) ask the Chief Administrative Officer if the Public Hearing has been advertised in accordance with the *Act*;
 - d) request that the administrative staff present a report on the issue at hand;
 - e) allow the applicant, and/or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to the applicant by a Council member, unless granted a time extension by Council.
72. Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak or provide written submissions in the following order:
- a) The Chairperson will read out each written submission in favour of the matter being considered.
 - b) The Chairperson will call on each person who is in favour of the matter being considered.
 - c) The Chairperson will read out each written submission opposed to the matter being considered.
 - d) The Chairperson will call on each person who is opposed to the matter being considered.
73. If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- a) be in legible writing;
 - b) name the individual authorized to speak;

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- c) indicate the proposed matter being considered to be spoken to; and
 - d) be signed by the person giving the authorization.
74. The authorized speaker must state the name of the person that the speaker represents and provide written authorization to the Chief Administrative Officer.
75. All speakers shall adhere to the timeframes as set out in the 'Rules of Procedure for Public Hearings'.
76. The Chairperson will allow staff to make closing comments.
77. The Chairperson will allow the applicant to make closing comments.
78. If there is more than one Public Hearing on the Agenda, the Chairperson shall adjourn or close one Public Hearing before opening another Public Hearing.
79. If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.
80. If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.
81. An outline of the Rules of Procedure shall be provided in written form to any person who indicates that he will make written submission, and further there shall be printed copies of the same available to those in attendance at the Hearing.
82. Any member of Council who has not attended a Public Hearing for a Bylaw or motion, is not eligible to vote on said Bylaw or motion.

DELEGATIONS & PRESENTATIONS

83. A delegation wishing to address the Council:
- a) may send a letter or other correspondence to the Chief Administrative Officer stating clearly and legibly the matter or issue to be discussed. Such letter or correspondence shall be included with the Agenda;
 - b) will be limited to 15 minutes per delegation unless by the unanimous consent of the Councillors present the 15 minute period of time is extended;
 - c) The Delegations and Presentations portion of the meeting shall last for a maximum of thirty (30) minutes, unless the majority of Council members present agree to extend the time.
 - d) Sections 31 and 32 outlining the provisions for Public Conduct shall apply to all presentations to Council.
84. The Delegations and Presentations portion of the Council meeting shall provide

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an opportunity for any person or representative of any delegation who wishes bring any matter to the attention of Council, provided they have submitted in accordance with this Bylaw and their submission has been Council along with the agenda package.

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information
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85. Delegation from the same party or parties, or for the same matter as a previous delegation, held within the previous six months, shall not be allowed to appear before Council unless, in the opinion of the Mayor and CAO, new and compelling information comes to light which would warrant the delegation within the six-month period.
86. Any delegation wishing to address Council, regarding a matter which is the subject of a public hearing, may attend at the Council Chambers at the Public Hearing and shall be heard.
87. Notwithstanding the provisions of the Act respecting petitions, where a person or group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a letter, petition or other communication shall be addressed to the Chief Administrative Officer, which letter, petition or other communication shall:
 - a) be printed, typewritten or legibly written;
 - b) clearly set out the matter at issue and the request made of Council in respect thereof;
 - c) in the case of a letter or communication, be signed with the correct name of the writer and contain the correct mailing address of the writer;
 - d) in the case of a petition, be prepared and presented in accordance with the Act or other Provincial Statute.
88. When a member of the public wishes to ask questions or make brief presentations to Council on matters of public interest or concern, they are encouraged to register in advance with the Chief Administrative Officer or designate. Persons who have registered in advance will be placed on the agenda in accordance with Section 84, and will be given priority in addressing Council over those who have not. Those who have not registered in advance will be given the opportunity to address Council if time permits under the Public Forum portion of the Council agenda.
89. When a delegation requires a Council decision, Council shall not make a decision at the same meeting in which the request is received. The request shall appear on the agenda for the next regular Council meeting, at which time Council shall:
 - a) refer the request to administration or a committee for further research, review and recommendation;
 - b) accept the request as information only; or
 - c) make a decision on the request.

PUBLIC FORUM

90. Public Forum provides an opportunity for members of the public to ask questions or make brief presentation to Council on matters of public interest or concern and must relate to items on the agenda at hand. Public Forum will be allocated a maximum of 15 minutes on each Regular Council Agenda, but may be extended at the discretion of the Chair. Individual presentations

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shall be limited to a maximum of three (3) minutes.

91. All persons wishing to address Council will be required to give their name, topic of concern and whether there has been any previous contact with a member of Council or Administration regarding the matter. Sections 31 and 32 outlining the provisions for Public Conduct shall apply to all representations to Council.
92. Members of the public who wish to speak on the same matter addressed within the previous six months, shall not be allowed to speak again on the matter within this time period unless, in the opinion of the Mayor and CAO, new and compelling information comes to light which would warrant further discussion within the six-month period.
93. In the event that all persons who expressed an interest to speak at a meeting during Public Forum cannot be heard, they will be invited to attend and appear before the next regular Council Meeting.
94. Council will not entertain submissions from the public on issues that are before the Subdivision and Development Appeal Board, a Statutory Public Hearing; or, any other public consultation/communication process.
95. Dependent on the complexity and nature of items raised during Public Forum, Council may refer to administration for review and follow-up.

COUNCIL REVIEW OF ORDERS ISSUED UNDER THE MUNICIPAL GOVERNMENT ACT – SECTION 545/546

96. In this section, the following terms have the following meanings:
 - a) “Appellant” means the person who received a written order under Section 545 or 546 of the *Municipal Government Act*;
 - b) “Order to Remedy” means an order issued under Section 545 or Section 546 of the *Municipal Government Act*;
 - c) “Staff” means a designated officer of the Town of Ponoka or an employee of the Town of Ponoka that has been delegated the responsibility to issue an Order to Remedy.
97. Upon receipt of a written request pursuant to Section 547 of the *Municipal Government Act*, the Chief Administrative Officer will schedule a Council Review at a Regular Council Meeting as soon as practicable after ensuring that all parties have sufficient time to prepare for the Council Review.
98. Written materials, videos, and slide presentations received as submissions from the Appellant and Staff must be submitted not less than seven (7) calendar days prior to the Council Review and will be distributed as part of the Council Agenda.

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99. The Appellant is entitled to appear before Council, in person or by an authorized agent, and to be represented by legal counsel.
100. The rules of evidence in judicial proceedings do not apply to a Council Review and evidence may be given in any manner Council considers appropriate.
101. The procedure in a Council Review is as follows:
 - a) The Chair will open the Council Review, introduce members of Council, Staff and the Appellant or their representative;
 - b) The Chair will describe the Council Review process and deal with any preliminary matters;
 - c) The Appellant will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Appellant by Councillors;
 - d) Staff will be invited to make opening remarks and presentation (maximum of ten (10) minutes) followed by questions to the Staff by Councillors;
 - e) The Appellant will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Appellant by Councillors;
 - f) Staff will be invited to make a rebuttal (maximum of five (5) minutes) followed by questions to the Staff by Councillors; and
 - g) The Appellant will be invited to make closing remarks (maximum of five (5) minutes) followed by questions to the Appellant by Councillors.
102. If the Appellant fails to attend the Council Review despite having been given notice, Council may proceed with the Council Review in the absence of the Appellant.
103. At the conclusion of the Council Review, Council may confirm, vary, substitute or cancel the Order to Remedy.

NOTICE OF MOTION

104. A Notice of Motion must be used to introduce a new matter for consideration by Council at the next meeting, which does not appear on the agenda.
105. A *Notice of Motion* may be received by the Chief Administrative Officer prior to the closing of the meeting. In this event, the member shall read the Notice of Motion which shall be recorded in the minutes and shall form part of the agenda for the subsequent meeting.
106. A Notice of Motion must be in writing and contain sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs or supporting material.

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107. A member who hands a written Notice of Motion to the Chief Administrative Officer to be read at any regular meeting need not necessarily be present during the reading of the Notice.
108. If a motion is not made at the meeting indicated in the notice, it will be removed from the Agenda and may only be made by a new Notice of Motion.

CHAIRPERSON

109. The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal by any member of Council from any ruling of the Chair.

MEMBER DEBATING

110. A member wishing to speak on a matter before the meeting should indicate his or her intentions by raising his or her hand and, being recognized by the Chair, should not speak more than once until every member has had the opportunity to speak, except:
 - a) in the explanation of a material part of the speech which may have been misunderstood; or
 - b) in reply, to close debate, after everyone else wishing to speak has spoken, provided that the member presented the motion to the meeting.
111. Supplementary questions or a series of questions relating to the matter before the meeting may be raised by the member, but each such question requires the consent of the Chair.
112. Through the Chairperson, a member may ask:
 - a) for an explanation of any part of the previous speaker's remarks; and
 - b) questions to obtain information relating to the minutes presented to the meeting, or to any clause contained therein, at the commencement of the debate on the minute or clause.
113. All questions or debate shall be directed through the Chair.

PROHIBITIONS

114. A member shall not:
 - a) use offensive words or unparliamentary language or conduct in Council;
 - b) disobey the rules of the Council or decision of the Chairperson or of Council on questions of order or practice, or upon the interpretation of the rules of Council;
 - c) leave his or her seat or make any noise or disturbance while a vote is being taken and the result is declared;
 - d) enter the Council Chamber while a vote is being taken;
 - e) interrupt a member while speaking, except to raise a point of order or question of privilege.

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115. A member who persists in a breach of Section 112(a), after having been called to order by the Chairperson, may at the discretion of the Chair be ordered to leave his or her seat for the duration of the meeting.
116. At the discretion of the Chair, the member may resume his or her seat following an apology.
117. Should the individual refuse to leave his or her seat, the Mayor may request his or her removal by the police.
118. A member who wishes to leave the meeting of Council, without intent to return prior to adjournment, shall so advise the Chairperson and the time of departure shall be recorded in the Minutes.

ADMINISTRATIVE INQUIRY

119. All questions or administrative inquiries from Council should be directed through the Chief Administrative Officer.
120. No member of the Council shall have the power to direct or interfere with the performance of any work for the corporation. This shall in no way however, interfere with or restrict the right of a Councillor to seek information through the Chief Administrative Officer.
121. The Chief Administrative Officer may approve a meeting of a Councillor with a member of staff, through an appointment only, but the information gathered must be presented/distributed to all members of Council.
122. All questions or inquiries from Council members to the Administration should be made in writing to ensure clarity and completeness of the request. Such inquiries should be directed through the Chief Administrative Officer for review and distribution to the appropriate department or individual for response.
123. Once the Chief Administrative Officer acquires the response(s) to an administrative inquiry, it will be distributed to all members of Council for information, regardless of who submitted the inquiry.

QUESTIONS OF PRIVILEGE

124. A member who desires to address Council upon a matter which concerns the rights or privileges of the Council collectively, or of him or herself as a member thereof, shall be permitted to raise such question of privilege. A question of privilege shall take precedence over other matters. While the Chairperson is ruling on the question of privilege, no one shall be considered to be in possession of the floor.

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POINTS OF ORDER

125. A member who desires to call attention to a violation of the rules of procedure shall ask leave of the Chairperson to raise a point of order with a concise explanation and shall attend the decision of the Chairperson upon the point of order. The speaker in possession of the floor when the point of order was raised shall have the right to the floor when debate resumes.
126. A member called to order by the Chairperson shall immediately vacate the floor until the point of order is dealt with, and shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chair.

APPEAL RULING

127. The decision of the Chairperson shall be final, subject to an immediate appeal by a member of Council.
128. If the decision is appealed, the Chairperson shall give concise reasons for his ruling and Council, without debate, shall decide the question. The ruling of Council shall be final.

MOTIONS

129. Every motion, when moved and presented to the Chairperson is the property of Council; a motion may only be withdrawn with the unanimous consent of Council. A motion does not require a seconder.
130. Any member may require the motion under discussion to be read at any time during the debate, except when a member is speaking.
131. The mover of a motion must be present when the vote on the motion is taken.
132. When a matter is under debate, no motion shall be received other than a motion to:
 - a) Fix the time for adjournment;
 - b) Adjourn;
 - c) Withdraw;
 - d) Table;
 - e) Call the question (that the vote must now be taken);
 - f) Postpone to a certain time or date (only debatable for time and date);
 - g) Refer;
 - h) Amend;
 - i) Postpone indefinitely;

which order shall be the order of precedence

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133. The Chief Administrative Officer or designate shall record all motions in writing before being debated or voted upon.
134. When speaking to a motion, a member shall state whether he or she is for or against the motion before entering upon the substance of his or her remarks.
135. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
136. Where a matter under consideration contains several distinct propositions, a member may request; or the Chairperson may direct, that each proposition be made as a separate motion.
137. After the Chairperson has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
138. Voting on all motions shall be done by clearly raising the hand so that the Chairperson may easily count them. After the Chairperson has counted the vote, he or she shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this Bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before the Council.
139. A motion relating to a matter not within the jurisdiction of the Council shall not be in order.
140. A "*Motion to Table*" may be made when a member wishes Council to decline to take a position on the main question. A motion to table may only be made when there is a motion on the floor. The motion is not debatable and when passed, may only be resurrected by a "*Motion to Raise from the Table*."
141. A "*Motion to Refer*" shall require direction as to the person or group to which it is being referred and is debatable.
142. A "*Motion to Postpone Indefinitely*" must include a reason for postponement and is debatable.
143. Amendment:
 - a) Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on disputes arising from amendments.
 - b) An amendment proposing a direct negative is out of order.
 - c) No member shall move to amend his or her own motion.
 - d) The amendment shall be voted upon. If any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.

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- e) Nothing in this section shall prevent other proposed amendments being read for the information of the members.

144. Reconsideration:

- a) After a motion has been voted upon, and before moving to the next item on the agenda, any member who voted with the prevailing side may move for reconsideration and shall state the reason therefore.
- b) Reconsideration shall then be open to debate, voted upon, and shall require the votes of a majority of members present to pass.
- c) If a *Motion for Reconsideration* is moved at a subsequent meeting by a member who voted with the prevailing side, it shall be preceded by a Notice of Motion and shall require a majority vote for the members present to carry.
- d) If a Motion to Reconsider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future definite date. Debate on the matter to be reconsidered shall proceed as though it had not previously been voted upon.
- e) Debate on a Motion for Reconsideration must be confined to reasons for or against reconsideration.
- f) A notice for reconsideration of any decided matter shall not operate to stop or delay action on the decided matter, unless the Council by a majority vote of the members present shall so direct.
- g) A motion that has been approved for reconsideration and passes automatically suspends the previous motion.

145. Rescinding Motions:

- a) A Motion to Rescind a previous motion may be accepted by the Chair under special circumstances; and, if passed by a majority vote of the members present, the previous motion referred to would be declared null and void.
- b) A Motion to Rescind a previous motion may be offered at any time subsequent to the meeting at which the original motion was passed.
- c) Notice to rescind a motion shall be a notice of motion or the inclusion of the item on an agenda delivered to the members of Council before the meeting.

VOTING

- 146. When a Motion to Close Debate and Take the Vote is presented, it shall be put to a vote without debate and, if carried by a two-thirds vote of the members present, the motion and any amendments thereto shall be submitted to a vote immediately without further debate.
- 147. When the Chairperson, having ascertained that no further information is required, commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 148. A member who disagrees with the announcement made of the result of a vote may immediately

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object to the declaration and the vote shall be retaken.

149. Every member present, including the Mayor or Chairperson, shall vote on every matter, unless:
- a) in a specific case, the member is excused by motion of the Council from voting; or
 - b) disqualified from voting by reason of pecuniary interest;

and the name of each member present and whether the member voted against the matter shall be recorded in the minutes.

150. A member who has a reasonable belief that he or she has a pecuniary interest as defined in the Municipal Government Act in any matter before Council, shall so declare and disclose his or her interest and shall abstain from debate and voting on the matter and shall remove him or herself from Council Chambers until the matter is concluded. The minutes shall indicate the declaration disclosure, the time at which the member left the room and the time the member returned. A member whose pecuniary interest arises due to the paying of the bills shall not be required to leave the Council Chambers.

THE VOTE

151. Any Bylaw or motion on which there is an equality of votes shall be deemed to be decided in the negative.

ADJOURNMENT

152. A Motion to Adjourn the meeting shall be in order except:
- a) when a member is in possession of the floor; or
 - b) when it has been decided that the vote now be taken; or
 - c) during the taking of a vote.
153. Council shall adjourn after meeting for 4 hours unless otherwise determined by a majority vote of the members present.
154. The proceedings of Council shall terminate after 5 hours unless such proceedings are extended past that hour with the unanimous consent of all members present

BYLAWS

155. Where a Bylaw is presented to Council for enactment, the Chief Administrative Officer shall cause the number and short title of the Bylaw to appear on the Agenda.
156. A Bylaw shall be introduced for first reading by a motion that the Bylaw, specifying its number and short title, be read a first time.

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157. When a Bylaw is not subject to a statutory public hearing:
- a) Council shall vote on the motion for first reading of a Bylaw without amendment or debate;
 - b) A member may ask a question or questions concerning the Bylaw, provided such questions do not indicate the member's opinion for or against the Bylaw;
 - c) A Bylaw shall be introduced for second reading by a motion that it be read a second time, specifying the number of the Bylaw;
 - d) After a motion for second reading of the Bylaw has been presented, Council may debate the substance of the Bylaw and propose and consider amendments to the Bylaw;
 - e) A proposed amendment shall be put to a vote and if carried, shall be considered as having been incorporated in the Bylaw at second reading;
 - f) The Chief Administrative Officer or designate shall be responsible for keeping a record of any amendments to the Bylaw passed by Council.
 - g) When all amendments have been accepted or rejected, a motion for second reading of the Bylaw shall be placed.
 - h) A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw, upon being passed, shall be signed by the Chairperson and Chief Administrative Officer and sealed.
158. A Bylaw which requires a statutory public hearing shall be presented on a motion for first reading.
- a) Council may at this point:
 - i. debate the substance of the Bylaw, and
 - ii. propose and consider amendments to the Bylaw.
 - b) A proposed amendment shall be put to a vote and if carried shall be considered as having been incorporated into the Bylaw at first reading.
 - c) When all amendments have been dealt with, the motion for first reading of the Bylaw shall be placed.
 - d) Following the public hearing, a motion for second reading may be placed and further amendments presented.
 - e) Those members of Council who have not attended the Public Hearing for said Bylaw are not eligible to vote on second and third readings of the Bylaw.
 - f) A motion for third reading shall be introduced specifying the number of the Bylaw, and the Bylaw upon being passed, shall be signed by the Chairperson and Chief Administrative Officer and sealed.
159. A Bylaw shall not be given more than two readings at one meeting unless the members present at the meeting unanimously agree that the Bylaw may be presented to Council for third reading at the same meeting at which it received two readings.
160. When Council unanimously agrees that a Bylaw may be presented for third reading at a meeting at which it has received two readings, the third reading requires no greater majority of affirmative votes to pass the Bylaw than if it had received third reading at a subsequent meeting.
161. A Bylaw shall be passed when a majority of the members present vote in favor of third reading,

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provided that any applicable provincial statute does not require a greater majority.

162. A Bylaw which has been defeated at first or second reading may be subject to a motion to reconsider and Section 139 shall apply.
163. When a Bylaw is defeated at third reading, the first reading and second readings are deemed to be rescinded and the Bylaw is not eligible for reconsideration.
164. When a Bylaw has been given three readings by Council, it is:
 - a) a municipal enactment of the Town; and
 - b) effective immediately unless the Bylaw or an applicable provincial statute provides otherwise.

BOARDS AND COMMITTEES

165. The Council shall appoint Council representatives to such Committees, Boards and Commissions as required by legislation, agreement or bylaw as they deem necessary. Unless an addition is required mid-term, these appointments shall be made on an annual basis at the Organizational Meeting.
166. The Council may make appointments to a Committee at any time, providing that the Council has adopted a motion or Bylaw specifying the Terms of Reference of the Committee.
167. Appointed Councillors shall keep the rest of the Council informed of the Board/Committee actions by providing regular activity highlights through their Councillor reports.

MINUTES

168. The Chief Administrative Officer or his or her designate shall:
 - a) attend all regular and special meetings of the Council and shall record in the minutes all motions, decisions and other proceedings of the Council. The minutes should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect any opinion, favorable or otherwise, on anything said or done.
 - b) enter in the minutes of every meeting the names of the members of the Council present at the meeting;
 - c) ensure that the minutes of each meeting are confirmed at a subsequent meeting of the Council;
 - d) Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.
 - e) If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge know to the Chief Administrative Officer before Council

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- f) has officially confirmed the minutes.
ensure that the last page of the minutes of each meeting is signed by the Mayor or presiding officer and Chief Administrative Officer.

169. The Chief Administrative Officer may delegate any duties to the Recording Secretary, but the Chief Administrative Officer shall accept all responsibilities of the Recording Secretary.

EFFECTIVE DATE

170. Bylaw No. 359-16 is hereby repealed.

171. This Bylaw shall come into effect upon third and final reading.

First Reading:	September 24, 2018
Second Reading:	September 24, 2018
Third & Final Reading:	September 24, 2018

DEPUTY MAYOR

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF PONOKA
CODE OF CONDUCT FOR
MEMBERS OF TOWN COUNCIL AND COUNCIL COMMITTEES**

The Town of Ponoka requires that members of Town Council and Council Committees not engage in deeds, activities or actions which are, or could be reasonably perceived as, damaging the faith, confidence and trust of the Public. Members shall at all times seek to advance the common good of the community and shall truly, faithfully and impartially exercise the office to the best of their ability and knowledge.

1. CONDUCT

1.1 Foster Respect for the Decision-Making Process

All members shall effectively and accurately communicate the decisions of the Council or Committee, even if they disagree with the decision, such that respect for the decision-making process is fostered.

All members shall act with mutual trust and respect.

All members shall share their concerns and communicate said concerns amongst the presence of the whole Council or Committee, and not publicly.

Council should strive to be clear and consistent in policy statements and decisions.

1.2 Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all matters that are dealt with at in-camera meetings. A member shall not, either indirectly or directly, release, or make public or in any way divulge information or any aspect of the in-camera proceedings to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information that is in contravention of the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIP).

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information that is not in the public domain, including written correspondence, emails, texts or verbal communication from other members or third parties such that it may cause detriment to the Town of Ponoka, Council, Committee or others, or benefit or detriment to themselves or others.

1.3 Release of Information to the Public and the Media

Members acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Mayor as Head of Council, or Chair of the Committee, or by the Town of Ponoka Chief Administrative Officer or Communications Officer.

1.4 Acceptance of Gifts Prohibited

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

Members are not precluded from accepting:

- 1.4.1 Personal gifts, commissions, advantages or benefits and rewards, from any organization or from any person not connected directly or indirectly with the performance or duties of office;
- 1.4.2 Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.4.3 Food and beverages at receptions, ceremonies, banquets or similar events;
- 1.4.4 Lodging, food, entertainment and transportation provided by other levels of governments or by other local governments, commissions or boards;
- 1.4.5 Token gifts such as commemorative gifts, mementos or souvenirs that are given in recognition of service on a board or committees, for speaking at an event or representing the municipality at an event.

Members shall return any gifts or benefits which exceed these limits, along with an explanation of why the gifts or benefits cannot be accepted.

1.5 Engaging in Incompatible Activity Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties that are in the public interest.

Individual members will not interfere with Town Administration.

Without limiting the generality of the foregoing, Members shall not:

- 1.5.1 Use municipal facilities, employees, materials or equipment for any private purpose or personal gain;
- 1.5.2 Use any influence of office for any purpose other than official duties;
- 1.5.3 Influence any Administrative, Council or Committee decision or decision-making process that involves or affects any person or organization in which a Member has a financial interest;
- 1.5.4 Use any information gained in the execution of office that is not available to the public for any purpose other than official duties;
- 1.5.5 Give preferential treatment to any organization, business or person in which a Member has a financial interest.
- 1.5.6 Solicit, demand or accept services of any municipal employee, or individual providing services on a contract for service, for re-appointment or re-election purposes;
- 1.5.7 Place themselves in a position of obligation to any organization or person which might benefit from special consideration, or may seek preference treatment.

1.6 Treat Every Person with Respect, Dignity and Understanding

Members shall abide by the provisions of the Human Rights Code, and in doing so shall treat every person including other Members, municipal employees, students or placements, as well as the general public with respect, dignity and understanding for the right to equality and to a safe environment that is free from discrimination and harassment.

1.7 Not to Engage in Violence

“Violence” is defined as the threatened, attempted or actual conduct of a person that includes abusive statements, threats (direct and indirect), intimidation, coercion, harassment, insults, or anything that causes or is likely to cause physical injury. It can include unwelcome and inappropriate verbal or physical conduct, which offends or humiliates a person, and can interfere with that person’s ability to do their job.

The Town of Ponoka will not tolerate behaviour from anyone that intimidates, threatens, harasses, abuses, injures or otherwise victimizes members or Town employees and will take whatever steps are appropriate to protect members and Town employees from the potential risks associated with workplace violence. We are committed to providing an appropriate level of protection from the risks associated with workplace violence.

2. **POLICY BREACHES**

Elected officials/members have a duty to help create a responsive, accessible, transparent and fair municipal government. Accordingly, they have a duty to question whether another elected official is violating legislation, ethics or respectful behaviour as set forth in this policy.

Elected Officials

Should an elected official breach any of the principles outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- Requesting apology by the elected official to the affected individual(s);
- Issuing a written censure, including removal of the elected official from a position of Deputy Mayor or Committee Chair;
- Removal of the elected official from Council committees;
- Educational training on ethical and respectful conduct by a third party;
- Request for an inquiry under Section 572 of the Municipal Government Act;
- Legal action under Section 175 of the Municipal Government Act.

Council Appointed Members (members at large)

Should a member breach any of the principles outlined in this policy, the possible courses of action are:

- Requesting apology by the member to the affected individual(s);
- Issuing a written censure, including removal of the member from Committee/Board membership.

Any action taken by Council shall include a time frame and what remedial action is expected. A decision to apply one or more of the actions listed above requires a Council resolution.

All discussions surrounding alleged and substantial violations of this policy shall be conducted in a Council deliberation in public or in an *In Camera* meeting of Council as required when the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

By signing this Code of Conduct, I state that I have fully read and understood the contents of the Code of Conduct. My signature is my contractual agreement that I will abide by and follow the Code of Conduct in good faith.

Member Name (print)

Member Signature

Witness Name (print)

Witness Signature

Date: _____

COUNCIL, BOARD AND COMMITTEE REMUNERATION

Date of Approval by Council:	Resolution No.:	TP/18/541
Lead Role: CHIEF ADMINISTRATIVE OFFICER	Replaces:	TP/16/288
Last Review Date: Dec. 2018	Next Review Date:	May 2019
Special Notes:	Update Council Honorariums to reflect change in income taxable income per Canada Revenue Agency effective January 1, 2019	

Policy Statement:

To establish a process for remuneration and reasonable reimbursement for travel and expenses for the Elected Officials of the Town of Ponoka as well as members of the public-at-large who are appointed by Council to conduct Town business.

This policy will be reviewed once per term of Council by an external committee to establish remuneration at a level that reflects the demands of Council and their value to the community.

Definitions:

“Committee” shall mean any committee or board appointed by Council, not having discretionary spending or decision-making authority.

“Board” shall mean any board established by Council Bylaw pursuant to provincial legislation, having discretionary spending or decision making authority.

“Regular meeting of Council” means those meetings scheduled by resolution at Council's organizational meeting.

“Regular meeting of a Committee” means any meeting scheduled with at least 14 days' notice.

Procedures

Council Honorariums

1. Compensation will be paid on a bi-weekly basis with no additional fees paid on a per meeting or per hour basis, except where specifically provided for in the policy.
2. Honorarium for members of Council, effective January 1, 2019, are:

Mayor	\$28,637 annually or \$1,101.42 bi-weekly
Councillor	\$16,171 annually or \$621.96 bi-weekly

All rates will be increased annually based on the Consumer Price Index (CPI) for Alberta (all items) from Statistics Canada with rounding to the nearest \$1(excluding expenses and meals). These rates will be adjusted January 1st of each year based on the December 31 CPI of the prior year.

3. Remuneration is in consideration of:
 - a) The day to day activities of the Mayor and Council;

- b) Regular and Special Council Meetings;
- c) Any meetings of committees not assigned from the Organizational Meeting;
- d) Informal meetings or discussions related to Town business;
- e) Attendance at local functions such as grand openings, charity functions or community events;
- f) Any and all other activities undertaken while representing the Town as a Member of Council other than those listed in Per Diems.

A Council budget will be established annually as part of the budget process and must be reviewed regularly to ensure that costs are being maintained within the budget.

- 4. For taxation purposes effective January 1, 2019, Honorariums are fully included as income for tax purposes as per the Canada Revenue Agency regulations.

Note: *If a Council member is absent for more than 3 regular meetings of Council in a calendar year, a deduction of \$200 for every meeting missed thereafter will be made from such Council member's honorarium, unless such absences are excused by resolution of Council.*

Per Diems

- 1. Board and Committee Members that have been appointed by Council to serve on a Town Committee or Board are eligible to claim per diems and expense reimbursements for Council-approved meetings and events other than regular Committee meetings.
- 2. Members of Council may claim per diems as compensation for attending:
 - a) Committee of the Whole.
 - b) Approved conferences or training events. Attendance at conferences or training events must be pre-approved by resolution of Council and then only if budget funds are available.
 - c) Formal Committee, board, foundation, or society meetings, as the designated council representative. Formal meetings are defined as those meetings for which formal minutes are kept for each meeting and approved by motion of the committee, board, foundation, or society at subsequent meetings. These committees must be defined and listed on the Council Standing Committee Appointments.
 - d) Committees that qualify for per diems are listed on the attached form for submission. This form will be updated every year after the annual Organizational Meeting to reflect the committees on that list.
 - e) Workshops, including strategic planning and budget sessions.
- 3. Per Diem Rates are:
 - a) \$36.75 per hour, with a two hour minimum, for other meetings or events as listed on the Council Standing Committee Appointments as the Council representative or alternate.
 - b) \$273 per day for full day attendance at convention, seminar and other meeting attendance.
 - c) \$136.50 per half day (up to 4 hours).

- d) Claims are to be for the actual duration of the meeting, including travel time for out-town-meetings, starting at the Town of Ponoka boundary.
 - e) Anything not specifically covered by a per diem shall be considered as being compensated for by honorariums.
4. A rate equivalent to ½ day \$136.50 will be paid for participation in a parade, regardless of the amount of time required for attendance. Attendance must be pre-approved by Council and included on the Per Diem Claim Form.
 5. An elected official may be paid for a special meeting, interview, or conference with a Town employee, work or facility inspections if it is an extraordinary circumstance and a considerable amount of time will be required. An elected official may also be paid for sub-committee meetings established for special events or specific projects. Such requests will be pre-approved by resolution of Council.
 6. Claims will be submitted to Finance on the attached form; listing the date and attendance at meetings which qualify for the Per Diem. Finance will complete the forms as per this Policy. Once complete, a summary of honorariums and expenses paid will be submitted to Council as a monthly standing agenda item. This standing agenda item will include a comparison to budget. Per Diems and expense claims will also be posted on the website for public information.
 7. Members of Boards appointed by Council will also be entitled to Per Diems as established in this policy, for regular meetings as well as other events as approved by Council. These Per Diems will also be posted on the website for public information. This item applies to the Subdivision and Development Appeal Board and the Ponoka Jubilee Library Board.
 8. Any discrepancies to the claims will be given to the CAO and taken to Council for adjudication.
 9. Costs will not be reimbursed when attending a political party function of any type.

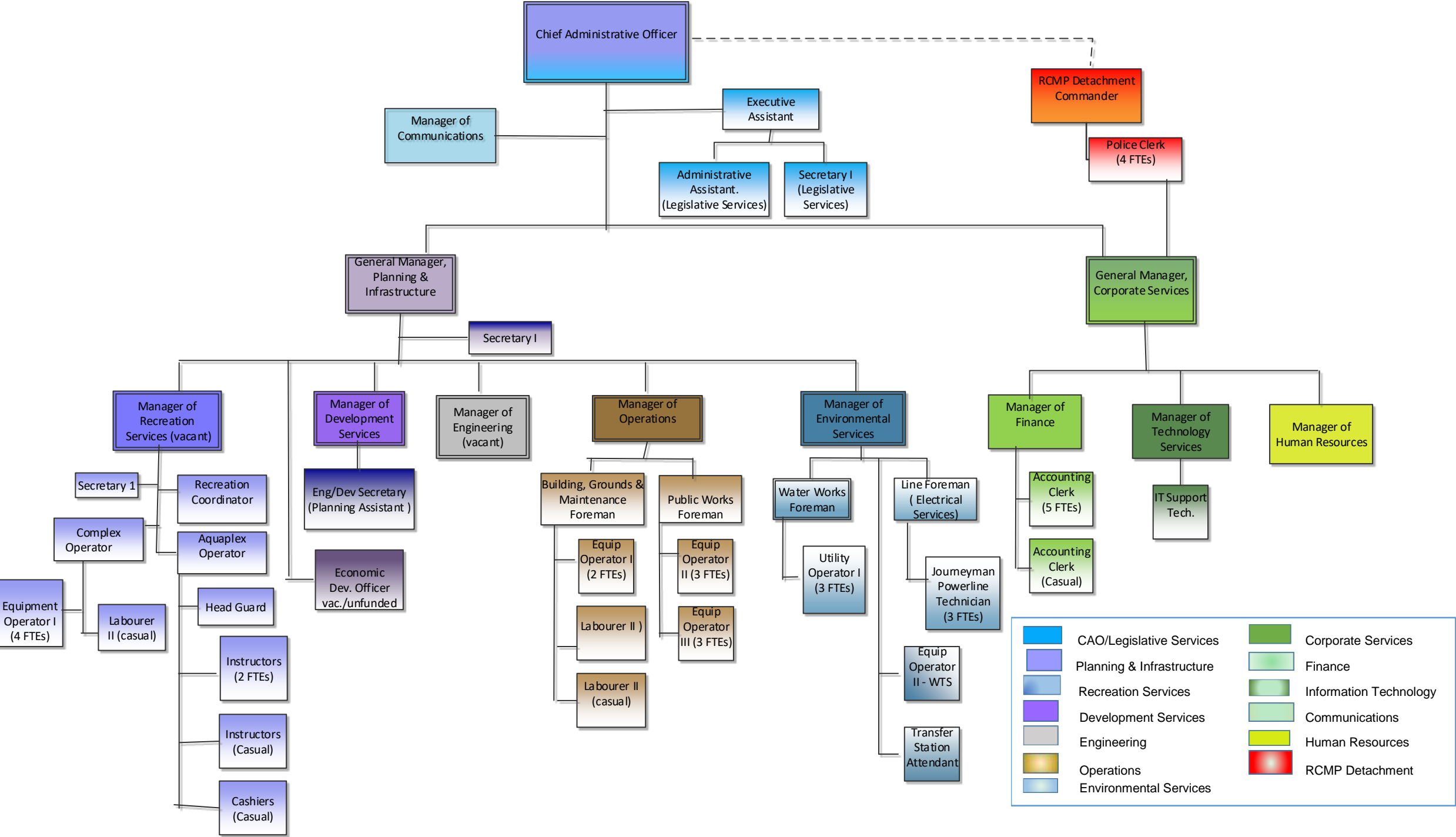
General and Other Functions

1. Other members of Council are not precluded from attending internal or external functions; however, only the Council representative approved for attendance, shall be eligible for per diem and reimbursement for travel and reasonable expenses.
2. When a member of Council *is requested to attend a banquet or social event*, in their official capacity representing the Town, the cost for the member and the member's partner at the banquet will be eligible for reimbursement by the Town *if tickets for the event are not supplied. (The purpose of this clause is to address events where Council is invited to attend to represent or speak to the gathering.)*
3. Attendance at all out of province Conventions, Seminars, Conferences and Meetings must be pre-authorized by Council.
4. Upon approval of Council, the Mayor or a Council member may hold office on the Executive or act as a Committee Member of an Association/Organization or a Committee, provided such membership is a benefit to the Town.
5. Submission of expenses and claims for meeting attendance is the responsibility of the person with expenses to claim.

6. All expense claims and claims for meeting attendance must be submitted quarterly.

Expenses

1. Expenses for Conventions, Seminars, Conferences, and Meetings will be paid as per the Town of Ponoka Travel and Subsistence Reimbursement Policy FIN-001-26 and shall include such expenses as:
 - Registration Fees;
 - Accommodations (standard rooms);
 - Meals and Subsistence (based on actual cost on receipt; **excluding alcoholic beverages**, plus a gratuity of 15% of the meal costs or the per diem if receipt is not available)
 - Breakfast
 - Lunch
 - Dinner*(or reasonable meal costs accompanied by receipts)*
 - Parking Fees (accompanied by receipts)
 - Mileage
 - Alcohol of any type will not be paid for by the Town
2. The Town shall not reimburse expenses which are covered by another Agency, Board, Commission or Authority.
3. Payment for all travel will be based on the most direct route and the most economical means of transportation.



*Additional casual staff may be considered for seasonal work