AGENDA
TOWN OF TWO HILLS
October 24, 2023
Two Hills Town Council Chambers
To Commence Immediately After the Regular Council Meeting

Organizational Meeting

1. CALL TO ORDER

2. OATH OF OFFICE

3. DEPUTY MAYOR ROTATION

4. APPOINTMENT OF ELECTED OFFICIALS TO COMMITTEES/BOARDS
    a. Review of Policies related to Appointments to Committees and Boards
        i. 2011-03 Appointment of Elected Officials
        ii. 2011-04 Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees
    b. Appointment to Committees/Boards

5. APPOINTMENT OF DEVELOPMENT AND SUBDIVISION AUTHORITY

6. APPOINTMENT OF SUBDIVSION & DEVELOPMENT CLERK

7. APPOINTMENT OF BYLAW ENFORCEMENT OFFICERS

8. APPOINTMENT OF AUDITOR

9. MAYOR & COUNCIL REMUNERATION & SUBSISTENCE
    a. Review of Policy 2011-05 "Elected Officials Remuneration and Expense"
    b. Review of Policy 2011-01 "Council Benefits"
    c. Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"

10. REVIEW AND ACKNOWLEDGMENT OF BYLAW NO. 2018-969 TO REGULATE THE CONDUCT OF COUNCIL.

11. ADJOURNMENT

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	**Confidential:**	Yes		No	X
Topic: Review of Policies related to Appointments of Elected Officials to Committee/Boards					
Originated By: Adam Kozakiewicz		**Title:**	CAO		

BACKGROUND:

Usually reviewed annually at the Organizational meeting.

Attached: Copies of Policy 2011-03 and 2011-04

Documentation Attached	Yes	X	No	

DISCUSSION:

For review.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Policy available for public viewing online and from the Administration Office.

RECOMMENDED ACTION(S):

To adopt Policy 2011-03 *Appointment of Elected Officials* as reviewed (and amended, if required).
To adopt Policy 2011-04 *Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees* as reviewed (and amended, if required).

OR

Add Policy 2011-03 "Appointment of Elected Officials" to Policy/Bylaw Committee for revision.
Add Policy 2011-04 *Elected Officials Appointments to Federal, Provincial, and Regional Boards and Committees* for revision.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS

Policy Number: 2011-03

Date of Issue: October 24, 2017
September 27, 2016
November 2, 2015
October 24, 2013
October 24, 2011
October 23, 2018

Policy Subject: Appointment of Elected Officials

POLICY STATEMENT:

Participating in Council Committee meetings and meetings of other bodies to which Councillors are appointed by Council is an important part of Council's Governance.

STANDARDS:

1. Annually, prior to the Organizational Meeting, the Councillors shall meet or discuss to consider and make recommendations on the appointment of council members, and the alternate member if necessary, to Council Committees, to other municipal committees and bodies to which the Town is entitled to have representation.

2. The Council representative's role shall be of a liaison nature between the body to which the Councillor has been appointed and Council.

3. The Council representative shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information arising from the committee meetings.

TERM OF OFFICE:

1. Unless otherwise specified by legislation, bylaws, terms of reference or resolutions, appointments shall be for a one (1) year term and the effective date of appointment shall be from the Organizational Meeting of each year.

2. If the Council representative is unable to complete the term of office as required, the Council shall discuss and make a resolution for a replacement appointment, provided that at least five (5) months are left in the member's term of office, or less if so desired by the body on which the Council representative served.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	**Confidential:**	Yes		No	X
Topic: Appointments of Elected Officials to Committee/Boards					
Originated By: Adam Kozakiewicz	Title:	CAO			

BACKGROUND:

Usually reviewed annually at the Organizational meeting.

Policy 2011-03 "Appointment of Elected Officials"

1. Annually, prior to the Organizational Meeting, the Councillors shall meet to consider and make recommendations on the appointment of council members, and the alternate member if necessary, to Council Committees, to other municipal committees and bodies to which the Town is entitled to have representation.

2. The Council representative's role shall be of a liaison nature between the body to which the Councillor has been appointed and Council.

3. The Council representative shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information arising from the committee meetings.

Attached: Copy of last year's appointments

Documentation Attached	Yes	X	No	

DISCUSSION:

Notes: The Libraries Act does not allow for an alternate on a library board. Appointment to the municipal library board shall be for a term of up to three years and can be reappointed for up to two additional consecutive terms.

Other consideration: Deletion or amalgamation of any boards/committees?

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Committee appointments available for public viewing online and from the Administration Office.

RECOMMENDED ACTION(S):

To accept the Committee/Boards appointments as discussed and mutually agreed upon with no changes.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS

Policy Number: 2011-04

Date of Issue: October 24, 2017
September 27, 2016
November 2, 2015
October 24, 2013
October 24, 2011
October 23, 2018

Policy Subject: Elected Officials Appointments to Federal, Provincial and Regional Boards and Committees

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POLICY STATEMENT:

Council members' participation in Federal, Provincial and Regional Board and Committees enables them to bring to Council a broad perspective and understanding of the issues and trends that have an impact on municipal governance throughout Canada. A policy is required to establish a fair and consistent approach to the Town's support for Council members' participation in Federal, Provincial and Regional Boards and Committees that have a direct relationship with municipal governance.

DEFINITIONS:

1. "Direct relationship with municipal governance" may include participation in organizations that have mandates, goals and objectives similar to, but not restricted to, those of FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.

2. "Volunteer" shall be defined as participating beyond the regularly scheduled Town Council appointments that are part of the ongoing obligations to which Town Council has made a commitment.

STANDARDS:

1. Council members must inform Council if they wish to volunteer to participate on Boards or Committees of the Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) or other similar organizations.

2. Council members may receive per diems and expense reimbursements from the Boards and Committees.

3. Council members shall fund their expenses that are not covered by the Boards or Committees out of their regularly budgeted individual professional development and travel expense budgets.

4. Council may approve, by resolution, financial support in addition to the amounts established in the Council members' individual budgets for individual Council members' participation in FCM, AUMA or other similar boards and committees that have a direct relationship to municipal governance.

3. Council members' participation shall not conflict with the ability of Councillors to attend Town Council meetings regularly. When participation in the Boards or Committees conflicts with the timing of a Council meeting or other Council business, Council members shall seek the Mayor's approval to participate in the Board or committee. In the case of the Mayor, approval is given by the Deputy Mayor.

4. Council members shall report to Council, at the monthly meeting scheduled for this purpose, any issues, concerns or other information from the committee or board meetings.

5. Council members shall be reimbursed for expenses associated with their participation upon approval of an expense statement with supporting documentation by the Mayor. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.

_____

MAYOR

_____

CHIEF ADMINISTRATIVE OFFICER

Town of Two Hills

COUNCIL COMMITTEE / BOARD APPOINTMENTS

September 12, 2023 - October 22, 2024

COMMITTEE / BOARD	MEMBER	MEMBER	ALTERNATE
ACE Water Corporation	Mayor L. Ewanishan	[ONLY 1 REQUIRED]	[NOT needed]
Airport Commission	Councillor Rajoo	Deputy Mayor Romaniuk	[NOT needed]
Alice Melnyk Public Library	Mayor L. Ewanishan	[ONLY 1 REQUIRED]	[NO alternate allowed]
Budget Committee	Council as a Whole		
Bylaw / Policy Committee	Council as a Whole		
Eagle Hill Foundation	Councillor Tarkowski	[ONLY 1 REQUIRED]	
Economic Development Committee/Tourism (EDC)	Councillor Tarkowski	[ONLY 1 REQUIRED]	[NOT needed]
Emergency Management	Mayor	Deputy Mayor as per rotation	
Family & Community Support Services (FCSS)	Councillor Rajoo	[ONLY 1 REQUIRED]	
HUB - Regional Economic Development	Councillor Tarkowski	[ONLY 1 REQUIRED]	Councillor Rajoo
Northern Lights Library System (NLLS)	Mayor L. Ewanishan		
Regional Landfill Committee	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	Councillor Rajoo
Sports Activities Council (S.A.C)	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	Councillor Rajoo
Two Hills in Bloom		Councillor Rajoo	[NOT needed]
Vermilion River Watershed Management	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	[NOT needed]
Veterans Memorial Highway Committee	Councillor Rajoo	[ONLY 1 REQUIRED]	Deputy Mayor Romaniuk
Fire Department (Volunteer)	Deputy Mayor Romaniuk	[ONLY 1 REQUIRED]	Deputy Mayor Romaniuk
Rural Physician Action Plan (RPAP) (volunteer)	Mayor L. Ewanishan	[ONLY 1 REQUIRED]	Deputy Mayor Romaniuk

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date October 24, 2023	**Confidential:**	Yes		No	X
Topic: Appointment of Development and Subdivision Authority					
Originated By: Adam Kozakiewicz	**Title:**	CAO			

BACKGROUND:

Bylaw 95-734 "The Development Authority shall consist of one (1) person appointed by resolution of Council..." No term specified. Interim C.A.O. Ava Clark is the Development Authority.

Bylaw 95-735 "The Subdivision Authority shall consist of one (1) person appointed by ressolution of Council...for a term of one (1) year and may be reappointed upon expiry of the term at the pleasure of Council". The current Subdivision Authority of Municipal Planning Services is Jane Dauphinee.

Documentation Attached:	Yes		No	

DISCUSSION:

As Development Officer is a current municipal employee it is no extra cost to the municipality.

Municipal Planning Services is very good and easy to deal with; would like to continue working with them. No expenses to Town; expenses are recovered through subdivision applicant.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

None.

RECOMMENDED ACTION(S):

To appoint Interim C.A.O. Ava Clark as Development Authority for the Town of Two Hills.

To appoint Jane Dauphinee, of Municipal Planning Services, to be the Subdivision Authority for the Town of Two Hills.

CAO - Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
Topic: Appointment of Subdivision & Development Clerk					
Originated By: Adam Kozakiewicz	Title:	CAO			

BACKGROUND:

Municipal Government Act:
627.1(1) states "a council that establishes a subdivision and development appeal board must appoint, and a council that authorizes the establishment of a subdivision and development appeal board must authorize the appointment of, one or more clerks of the subdivision and development appeal board."
627.1(3) "A clerk appointed under this section must be a designated officer and may be a person who holds an appointment as a clerk under section 456."
Section 456 "the council of a municipality must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality."

Bylaw 2008-865 Subdivision & Development Appeal Board Bylaw:
Section 7.1 "The position of designated officer for the limited purpose of carrying out the function of the Secretary to the Subdivision and Development Appeal Board is hereby established
Section7.2 "The Subdivision and Development Appeal Board Secretary shall be appointed by resolution of the council and shall not be a member of the Subdivision and Development Appeal Board"

Bylaw 2010-885 Establish Assessment Review Boards
Section 5 "Council hereby appoints the Executive Secretary as the Clerk of the Assessment Review Boards".

Documentation Attached	Yes		No	X

DISCUSSION:

Administration recommends having the Executive Secretary be both a clerk for the Assessment Review Board and the Subdivision & Development Appeal Board.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

N/A

RECOMMENDED ACTION(S):

To appoint ACAO Ava Clark for the Town of Two Hills as the Clerk for the Subdivision and Development Appeal Board.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
Topic: Appointment of Bylaw Enforcement Officer					
Originated By: Adam Kozakiewicz	Title:	CAO			

BACKGROUND:

Municipal Government Act s. 556 requires a Council to, by bylaw, set out the powers and duties of and disciplinary procedures applicable to its Bylaw Enforcement Officers

4.1 The Council may appoint one or more Bylaw Enforcement Officers and shall hold a term of office at the pleasure of Council.

Documentation Attached	Yes		No	X

DISCUSSION:

For discussion.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

RECOMMENDED ACTION(S):

To appoint Ava Clark and Terry Stefiuk as the Bylaw Enforcement Officers for the Town of Two Hills.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
Topic: Appointment of Auditor					
Originated By: Ava Clark	Title:	Interim CAO			

BACKGROUND:

Usually reviewed annually at the Organizational meeting.

As per Municipal Government Act R.S.A. 2000, c. M-26, Section 280(1) "Each Council must appoint one or more auditors for the municipality.

Nelson Ncube has been the auditor over the last few years.

Documentation Attached:	Yes		No	X

DISCUSSION:

The CAO & CFO are happy with Nelson Ncube as the Auditor for the Town and recommend remaining with M. Nelson Ncube Professional Corporation.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

None.

RECOMMENDED ACTION(S):

To appoint M. Nelson Ncube Professional Corporation as auditor for the Town of Two Hills for the 2024 financial fiscal year.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
Topic: Review of Policy 2011-05 "Elected Officials Remuneration and Expense"					
Originated By: Adam Kozakiewicz	Title:	CAO			

BACKGROUND:

To be reviewed annually at the Organizational meeting as per section 4 under Procedures.

Attached: Policy 2011-05

Documentation Attached:	Yes	X	No	

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Policy available for public viewing online.

RECOMMENDED ACTION(S):

To adopt Review of Policy 2011-05 *Elected Officials Remuneration and Expense* as reviewed and amended.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS

Policy Number: 2011-05

Date of Issue:

November 28, 2011	October 24, 2017
October 24, 2012	March 13, 2017
November 12, 2013	March 13, 2018
October 22, 2014	October 22, 2019
February 10, 2015	December 14, 2021
November 2, 2015	
September 27, 2016	

Policy Subject: Elected Officials Remuneration and Expense

POLICY STATEMENT:

While it is recognized that the primary reason that individuals seek municipal office is public service, members of Council shall be provided with fair and reasonable remuneration for their time and reimbursement for the expenses that they incur in fulfilling their responsibilities on Council.

PURPOSE:

To ensure that individuals who choose to serve their community receive fair compensation for their time and expenses.

To ensure that the Town's reimbursement practices comply with Federal and Provincial legislation, and provide claimants with appropriate guidance relative to acceptable submissions.

DEFINITIONS:

1. "Political Contributions" mean any money or real or corporate property that is provided to, or for the benefit of, a political party, constituency association or candidate, that involves direct or indirect support of (or opposition to) any political party, constituency association, or candidate for public office.

STANDARDS:

1. Councillors shall receive an additional remuneration for carrying out the responsibilities of the Deputy Mayor.
2. Members of Council are not limited to the number of educational or professional development activities they may attend, however the total costs of attendance claimed may not exceed the total monies provided in the individual Council Members Professional Development Budget.
3. Members of Council may use their Council Professional Development Budget for activities related to municipal governance and/or community engagement. This

includes courses, seminars, self-study activities, books, conferences, professional membership fees, or other approved activities.

4. Members of Council may claim a Full Per Diem rate, from their Expense Budget, while engaging in activities relevant to their professional development or Town business. Half day per diem claims are permitted. Half day is defined as a maximum of four (4) hours, including driving time.
5. Ineligible expenses for Expense Budget:
    a. Golf Tournaments;
    b. Speeches, Ribbon Cutting, Acceptance Openings;
    c. General public appearances;
    d. Community events, such as Canada Day, Remembrance Day;
    e. Parades
    f. Other purely social events; or
    g. Political Contributions
6. Members of Council shall not claim expenses or per diems to the Town if the expenses or per diems are paid directly to the member of Council by an organization, committee or board.

ADMINISTRATIVE PROCEDURES:

1. Council remunerations and the schedule of payments are outlined further in this policy.
2. Under the direction of Council, Administration will be responsible for conducting a comprehensive review of salaries, honorariums and expenses of comparative municipalities every election year. This review may be conducted through striking a task force comprised of residents from the Town of Two Hills. A report with recommendations will be presented to Council no later than June, prior to the election.
3. This policy shall be reviewed annually, in conjunction with the Town's Organizational meeting, to be effective November 1st of the current year.
4. Members of Council are encouraged to provide a brief, informal report to the other members of Council after they have taken part in a developmental activity. This will enable other members of Council to share some benefits of that development and to better determine if such an activity would be worthwhile given their needs and circumstances.
5. During that fourth quarter of the fiscal year, by motion of Council at the October Organizational Meeting, and pending budget availability, funds for Council Expense Budgets may be transferred from one Councillor to another.
6. Council members shall provide an expense statement with supporting documentation to the Mayor for approval. Reimbursement of the Mayor's expense statement with supporting documentation shall require the approval of the Deputy Mayor.

COUNCIL REMUNERATION RATES:

1. **Annual Honorarium Rates are as follows:**

Mayor	$ 9,600.00
Deputy Mayor	$ 7,200.00
Councillor	$ 6,000.00

2. **Annual Council Expense Budgets are as follows:**

Mayor	$10,000.00 maximum per year
Councillor	$ 7,000.00 maximum per year

Eligible Expenses:

Regular Council Meetings	$ 200.00
Special Council Meetings	$ 100.00
In Town Committee Meeting	$ 100.00
Out of Town Committee Meetings	$ 175.00
Overnight Honorarium	$ 175.00

Mileage, for travel outside the Town of Two Hills will be the same as the Alberta Government Mileage Rate.

Breakfast	$ 20.00
Lunch	$ 25.00
Dinner	$ 30.00

If any amounts are over the allowable subsistence amount a receipt is required.
**If the event provides a meal, receipts may still be submitted as an expense

Registration/Taxi/Parking	- receipt required
Accommodations	- receipt required

3. **Professional Development Budget:**

Maximum	$2,000.00 per fiscal year

Eligible Expenses:

Registration fees for seminars and conferences, courses, self-study activities, materials, and books.
*Mileage, accommodations and other expenses are not eligible under Professional Development Budget.

REMUNERATION SCHEDULE

1. Annual Honorarium Rate shall be divided by 12 and given to members of Council monthly.
2. Council shall be paid their monthly remuneration one clear banking day before the end of the month. A mid-month advance of $800.00 for the Mayor, $600.00 for the Deputy Mayor and $500.00 for Councillors may be given on the 16th of each month by Direct Deposit.
3. Expenses are to be submitted to the Chief Financial Officer no later than 5 days before the second Council meeting of each month.
4. Council Reports for the previous month shall be submitted the first week of the current month to be included in the first Council Meeting of the month.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	Confidential:	Yes		No	X
Topic: Review of Policy 2011-01 "Council Benefits"					
Originated By: Adam Kozakiewicz	Title:	CAO			

BACKGROUND:

Should be reviewed annually at the Organizational meeting with other like policies.

Note: Benefits are paid by the Town at 100%.

Attached: Policy 2011-01.

Documentation Attached:	Yes	X	No	

DISCUSSION:

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Policy available for public viewing online.

RECOMMENDED ACTION(S):

To adopt Review of Policy 2011-01 *Council Benefits* as reviewed (and amended, if required).
OR
Add Policy 2011-01 *Council Benefits* to Policy/Bylaw Committee for revision.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS

Policy Number: 2011-01

Date of Issue: October 24, 2017
January 10, 2011
November 12, 2011

Policy Subject: Council Benefits

POLICY STATEMENT:

The purpose of this policy is to identify individual Council Members' options of benefits or RRSP contributions.

PROCEDURES:

1. At the beginning of their four-year mandate, each member of Council may elect to receive benefits offered by the Town of Two Hills to their employees.

2. Members of Council shall be charged for the benefit coverage they select on the same cost-sharing ratio as Town Staff according to the Town's Personnel Policy. Once benefit coverage is selected, it can only be changed if the Council member experiences a 'life event change'.

3. Members of Council are entitled only to the Benefits allowed by the specific plan and the Town will not provide coverage beyond what is specified in the plan.

4. Members of Council shall not be eligible for the following employee benefits:
   a. Workers Compensation Coverage;
   b. Pension Benefits;
   c. Severance Benefits; or
   d. Long Term Disability Insurance.

5. Members of Council are automatically enrolled in the *Employee and Family Assistance Program*. As with any other Town staff, there is no charge to members of the Council for this employment benefit.

6. Council members have the option to participate in the benefits provided as stated above (1 – 3) or to receive a cheque in the amount of $2,500.00 (two thousand five hundred dollars) per year (October to October) to purchase RRSPs in lieu of benefits. This payment in lieu is payable at the end of each year, not at the beginning of the term/year. In the event a Council member does not complete their term the payment will be prorated.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	**Confidential:**	Yes		No	X
Topic: Review of Policy 2012-02 "Mileage for Council, Staff and Appointed Members"					
Originated By: Adam Kozakiewicz	**Title:**	CAO			

BACKGROUND:

Usually reviewed annually at the Organizational meeting.

Note: Mileage rate for the Government of Alberta is still at $0.68.

Attached: Policy 2012-02

Documentation Attached:	Yes	X	No	

DISCUSSION:

For review.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Policy available for public viewing.

RECOMMENDED ACTION(S):

To adopt Review of Policy 2011-02 *Mileage for Council, Staff and Appointed Members* as reviewed (and amended, if required).
OR
Add Policy 2011-02 *Mileage for Council, Staff and Appointed Members* to Policy/Bylaw Committee for revision.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

TOWN OF TWO HILLS

Policy Number: 2012-02

Date of Issue: September 27, 2016
November 2, 2015
October 22, 2014
October 24, 2013
October 24, 2012

Policy Subject: Mileage for Council and Staff and Appointed Members

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POLICY STATEMENT:

The Town of Two Hills recognizes the importance and value of staff and members of Council utilizing their own vehicles for municipal business.

PURPOSE:

In order to be fair and consistent, this policy is intended to provide a standard of mileage rates to and from the Town of Two Hills for staff, members of Council or appointed members.

1. PROCEDURES AND GUIDELINES

i. Council has provided to staff, members of Council or appointed members that use of their own vehicles while on municipal business be set at a rate per kilometre which is established by resolution of Council from time to time.
ii. A requisition for payment must be claimed immediately following the month the expense occurs. In the event there is no regular consistent usage of own vehicles, then the claim shall be made as soon as conveniently possible after the time of usage.

2. STANDARD MILEAGE CHART

i. Mileage will be reimbursed (when approved) in accordance with the standard mileage chart:

ii.

From/To	From/To	Kilometres (one way)
Two Hills	Edmonton	145
Two Hills	Calgary	434
Two Hills	Leduc	170
Two Hills	Lac La Biche	145
Two Hills	Nisku	163
Two Hills	Fort McMurray	434
Two Hills	Jasper	496
Two Hills	Banff	550
Two Hills	Red Deer	291
Two Hills	Camrose	150
Two Hills	St. Paul	60
Two Hills	Castor	178

iii. Where the destination is not indicated in the Standard Mileage Chart, or when travel for municipal business required travel to two or more locations, the shortest distance indicated by Google maps.

3. EFFECTIVE DATE

i. This Policy becomes effective upon approval by Town Council.

TOWN OF TWO HILLS

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

TOWN OF TWO HILLS
ORGANIZATIONAL MEETING
AGENDA ITEM

Meeting Date: October 24, 2023	**Confidential:**	Yes		No	X
Topic: Review & Acknowledgment of Bylaw 2018-969 Council Code of Conduct					
Originated By: Adam Kozakiewicz	**Title:**	CAO			

BACKGROUND:

Usually reviewed annually at the Organizational meeting.

Attached: Bylaw No. 2018-969
Receipt of Acknowledgment of Code of Conduct Bylaw to be read and signed annually.

Documentation Attached:	Yes	X	No	

DISCUSSION:

For review.

COMMUNICATION PLAN/COMMUNITY INVOLVEMENT:

Bylaw available for public viewing.

RECOMMENDED ACTION(S):

To adopt Review of Bylaw No. 2018-969 *Council Code of Conduct* as reviewed.

CAO – Adam Kozakiewicz			
DISTRIBUTION:	Council: X	Admin: X	Other:

BYLAW NO. 2018-969

OF THE TOWN OF TWO HILLS

(hereinafter referred to as "the Town of Two Hills")

IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF TWO HILLS IN THE PROVINCE OF ALBERTA TO REGULATE THE CONDUCT OF COUNCIL

WHEREAS Section 146.1 of the *Municipal Government Act* provides that a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

WHEREAS the *Code of Conduct for Officials Regulation, AR 200/2017* provides that a Code of Conduct must contain certain provisions;

WHEREAS the Town of Two Hills Council recognizes that the constituents of the Town of Two Hills elected Members of Council for the purpose of providing effective leadership for the Town of Two Hills and its residents;

WHEREAS each individual Councillor of the Town of Two Hills Council hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town of Two Hills maintain appropriate conduct when carrying out their roles as Councillors;

WHEREAS this Code of Conduct must be reviewed every four years from date of passing; and

WHEREAS the Chief Administrative Officer Bylaw is incorporated by reference into the Code of Conduct.

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPALITY DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART 1 – BYLAW TITLE

1. This Bylaw shall be called the "Council Code of Conduct".

PART 2 - GUIDING PRINCIPLES

2.1 Council should review this Code of Conduct annually at the Organizational Meeting, to ensure that the Bylaw is current and remains relevant to the day to day conduct of Council and individual Councillors.

2.2 Councillors are expected to formally and informally review this Code of Conduct, and their adherence thereto on a regular and ongoing basis.

PART 3 - MUNICIPAL PURPOSES

3.1 The purposes of the Municipality of Two Hills are to:

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

PART 4 – DEFINITIONS

4.1 **"Chief Administrative Officer"** has the meaning prescribed under the Municipal Government Act, and may be referred to as the CAO.

4.2 **"Conflict of Interest"** means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Town Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence. A Conflict of Interest occurrence also includes using the Councillor's position, confidential information or Town of Two Hills employees, materials, or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the interests of the Councillor's family, friends or business associates.

4.3 **"Complained of Councillor"** means the councillor against whom a complaint has been made under this code of conduct.

4.4 "**Councillor(s)"** has the meaning described under the *Municipal Government Act*, including an individual elected member of the Town of Two Hills Council and the chief elected official (Mayor).

4.5 **"Council"** means the Town of Two Hills Council.

4.6 "**In Camera**" means "in private" meeting. It involves a confidential meeting, or a portion of a meeting, taking place with only Council members, the CAO, or any other person invited by Council, present.

4.7 "**Committee of the Whole**" refers collectively to those Members of Council present when Council moves to sit as a Committee.

4.7 "**MGA**" means the *Municipal Government Act*, as amended from time to time.

4.8 "**Pecuniary Interest**" means those occurrences as prescribed in the ***Municipal Government Act***, R.S.A. 2000 Chapter M-26, as amended from time to time.

4.9 The "**Town**" means the municipality of the Town of Two Hills.

PART 5 - CODE OF CONDUCT FOR COUNCILLORS

The Council has adopted the following principles to ensure that all Councillors act honestly, in good faith and in the best interests of the Town. The purpose of this Bylaw is to establish effective governance through proper conduct.

The Town of Two Hills Councillors each agree and commit to the following rules of conduct:

5.1 To act honestly and in good faith at all times.

5.2 To engage in respectful, fulsome and healthy debate on matters in Council meetings, and subsequently, to support the decision of Council.

5.3 To respect all opinions of other Councillors.

5.4 To publicly express personal opinions in such a manner that maintains respect for Council, other Councillors and any decisions made by Council or a Council committee.

5.5 To ensure that any public statements are clearly stated to reflect the personal opinion of the Councillor, not the opinion or position of Council as a whole, unless given express authorization by Council to represent Council's position on an issue.

5.6 To strictly follow the Pecuniary Interest requirements provisions of the MGA.

5.7 To avoid occurrences which may result in a Conflict of Interest.

5.8 To avoid occurrences where it may be perceived that the Councillor is using their position on Council to gain a personal or pecuniary benefit.

5.9 To refrain from seeking the award of written service or supply contracts; to refrain applying for positions of employment with the Town, while holding the position of Councillor in order to avoid any public perception that the Councillor is using their position on Council to gain a personal or pecuniary benefit. It is acknowledged and agreed that the Town will not award any written service or supply contracts nor make offers of employment to any person who holds the position of Councillor.

5.10 To incur expenses in a responsible and reasonable manner.

5.11 To act with professionalism, and respect when interacting with other members of Council, administration, members of the public and other government officials.

5.12 To consider the welfare and interests of the Town as a whole, and to bring to Council's attention anything that would promote the welfare or interests of the Town.

5.13 To actively participate in all Council and Council committee meetings and meetings of other bodies to which they are appointed by the council in good faith.

5.14 To obtain information about the operation or administration of the Town from the CAO.

5.15 To participate generally in developing and evaluating the policies and programs of the Town.

5.16 To keep in confidence all matters discussed in private at a Council committee meeting until that matter is discussed at a public meeting.

5.17 To demonstrate fairness, accountability and open mindedness on all matters.

5.18 To refrain from improper use of their position as a Councillor to:

5.18.1 gain, or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person,

5.18.2 cause, or attempt to cause, detriment to the Town, the Town Council or any individual Councillor, cause, or attempt to cause, detriment to any member of the Town administration or staff, or

5.18.3 seek personal benefit or gain from any information obtained through their position as a Councillor.

5.19 A council or a councillor must not exercise a power or function or perform a duty that is by this, or other enactment or bylaw, specifically assigned to the CAO or a designated officer. (*MGA Section 201 (2).*

5.20 To perform any other duty or function imposed on councillors by this or any other enactment or by the council.

5.21 To promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighboring municipalities.

5.22 To participate in orientation training and other training opportunities with regard to the roles and responsibilities of Council.

5.23 Councillors shall dress in a manner that upholds the dignity and decorum of the Municipal Office during all council meetings.

5.24 To adhere to all Town bylaws, policies, and procedures.

5.25 Adhere to the code of conduct.

PART 6 - CODE OF CONDUCT IN PRACTICE

6.1 Council Decisions

6.1.1 Council meetings are the appropriate forum for healthy and fulsome debate and discussion of matters before Council.

6.1.2 All Councillors must be given a full opportunity to address issues before Council in a full, open and professional manner, to encourage and promote healthy debate of issues.

6.1.3 Council decisions are made by majority vote by the Councillors. The decision of Council must be accepted and respected by all Councillors even if some individual Councillors do not agree with the majority decision.

6.1.4 While an individual Councillor may publicly state that they did not vote with the majority of Council on an issue, this must be made in a manner that respects Council, Council's decision and other members of Council.

6.2 Councillor Expenditures

6.2.1 When incurring expenditures, Councillors shall act responsibly and respect that public monies must be used for the public good.

6.2.2 Councillors shall avoid waste, abuse and inappropriate expenditure in the use of public monies and resources.

6.2.3 Councillors shall be open and accountable with respect to all expenditures.

6.2.4 Councillors shall strictly adhere to all Town guidelines addressing expenditures and reimbursement.

6.3 Dealings with Town administration, staff and members of the public

6.3.1 Councillors shall respect the professional opinion of Town administration and staff.

6.3.2 Councillors shall not abuse relationships or dealings with Town administration or staff by attempting to take advantage of their position as Councillors. Councillors must–refrain from behaviour which may be perceived to be bullying of staff.

6.3.3 All requests for information shall be directed through the CAO.

6.3.4 Councillors may meet with the CAO at any time. However, Councillors must not meet with any staff member(s), and must not discuss municipal business at any time, without the CAO present, unless authorized by the CAO.

6.3.5 Councillors will treat all people with professionalism, courtesy and respect.

6.3.6 Councillors will treat all people in good faith and without bias and shall not discriminate against any person on the basis of:

6.3.6.1 differences in personal opinions, or

6.3.6.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

6.3.7 It is the sole responsibility of the CAO to hire, discipline, and terminate staff, and that all information pertaining to staff employment matters is confidential. No member of Council, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.

6.4 Pecuniary Interest

6.4.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in *MGA*,

6.4.2 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any occurrence which may result in Pecuniary Interest, at their own expense,

6.4.3 If a Councillor believes that they may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *MGA* including:

6.4.3.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee.

6.4.3.2 Refraining from discussing the matter with Council.

6.4.3.3 Subject to 5.4.3, leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, *MGA*, section 172(1)(d).

6.4.3.4 The decision with respect to whether or not the Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *MGA*.

6.4.4 Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council committee, they should:

6.4.4.1 Notify the Mayor or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter, and

6.4.4.2 Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms.

6.5 Conflict of Interest

6.5.1 Receipt and giving of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts (having an estimated value under $50.00), Councillors shall provide a written declaration to the CAO detailing the acceptance of any gifts including estimated value and the donor of the gift, form attached as Schedule "B".

6.5.2 While token and minor gifts can be accepted by Councillors, substantial or material gifts, (over $50.00), should either be rejected by Councillors or accepted on the condition that the gift is accepted on behalf of Council and donated to a local charity.

6.5.3 This bylaw does not apply to gifts donated to the Town, nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Councillor and which are not related to any particular transaction or activity of the Two Hills or decision by Council.

6.5.4 Councillors shall not engage in any activity, which is incompatible or inconsistent with the discharge of a Councillor's duties and obligations as an elected official in the Town.

6.5.5 The decision with respect to whether or not the Councillor may have a Conflict of Interest is the individual Councillor's decision to make.

6.5.6 A councillor may seek the advice of the CAO respecting a potential conflict prior to the matter coming before council.

6.5.7 It is the individual responsibility of each Councillor to seek independent legal advice with respect to any situation that may result in a Conflict of Interest.

6.6 Use and Disclosure of Information

6.6.1 Councillors must not use information gained through their position on Council for any private or personal benefit or gain.

6.6.2 Councillors shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act, R.S.A. 2000, Chapter F-25* with respect to the access to, gathering, use and disclosure of information.

6.6.3 Councillors must not release, disclose, publish or comment on confidential information including any information received during an "in camera" meeting until such information is disclosed at a public meeting. This obligation continues in perpetuity.

6.6.4 Councillors must not release information that is subject to solicitor-client privilege unless expressly authorized by Council or required by law to do so.

6.6.5 Councillors must not misuse confidential information gained by virtue of their position as Councillor that is not in the public domain, including e-mails and correspondence from other Councillors or third parties, such that it may cause harm, detriment or embarrassment to the Town, Council, other Councillors, Town of Two Hills administration or staff, members of the public or third parties, or such that it may create a benefit to themselves, the Town, Council, other Councillors, Town administration or staff, members of the public or third parties.

PART 7 - SANCTIONS FOR BREACHING THE CODE OF CONDUCT

7.1 If a Councillor fails to adhere to the Code of Conduct, any or all of the following sanctions may be imposed:

7.1.1 Letter of reprimand addressed to the councillor.

7.1.2 A request to the councillor to issue a letter of apology.

7.1.3 Publication of the letter of reprimand or request for apology and the councillor's response.

7.1.4 Require the councillor to attend training.

7.1.5 Suspension or removal of the appointment of a councillor as the chief elected official under section 150(2) of the *MGA*.

7.1.6 Suspension or removal of the appointment of a councillor as the deputy chief elected official or acting chief elected official under section 152 of the *MGA*.

7.1.7 Suspension or removal of the chief elected official's presiding duties under section 154 of the *MGA*.

7.1.8 Suspension or removal from some or all of council committees and bodies to which council has the right to appoint members.

7.1.9 Reduction or suspension of remuneration as defined in section 275.1 of the *MGA* corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

This code of conduct, or sanctions imposed under this code of conduct shall not prevent any councillor from fulfilling the legislated duties of a councillor.

PART 8- COMPLAINT PROCESS FOR BREACHING CODE OF CONDUCT

8.1 Any elector of the Town of Two Hills may make a complaint alleging a breach of the code of conduct. Complaints regarding a Councillor's conduct be submitted in writing to Council through the CAO, using the form attached as Schedule "C".

8.2 Where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of any member of Council, hold a special meeting of Committee of the Whole within 30 days of the complaint, to determine if the Council member has breached this bylaw. All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an In-Camera meeting of Council, with the intent that the discussion shall remain confidential under the appropriate sections of the *Freedom of Information and Protection of Privacy (FOIP) Act*.

8.3 The Complained of Councillor shall be given opportunity to address Council at the meeting referred to in section 8.2, and will be provided with sufficient time to address the alleged breach of confidentiality. The Complained of Councillor shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel. Should the Complained of Councillor have legal counsel, then the Town shall have the right to legal representation. Should Council determine that a member has potentially breached the Code of Conduct, Council shall rise and report that such a determination has been made, and shall, at a special open Council session called for that purpose, pass a Resolution that shall require the member to appear before an In-camera Committee of the Whole meeting to be sanctioned.

8.4 The Sanction shall be ratified by Resolution at a Regular Meeting of Council.

8.5 All Sanctions under this By-Law shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct.

8.6 Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

PART 9 – SEVERABILITY

9.1 Should any section, subsection, clause or provision of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this bylaw as a whole or any part thereof, other that the part so declared to be invalid.

READ a first time this 23rd day of January, 2018.

READ a second time this 23rd day of January, 2018.

READ a third and final reading this 23rd day of January, 2018.

TOWN OF TWO HILLS

_____

LEONARD L. EWANISHAN, MAYOR

_____

ELSIE KIZIAK, C.A.O.

SIGNATURE

The undersigned member of Council hereby acknowledges receipt of a copy of By-law 2018-969, being the Mayor and Councillor's "Code of Conduct By-law".

_____

PRINTED NAME

_____

Signature of Member of Council

_____

Date of Signature Acknowledgement of Receipt of Code of Conduct Bylaw

NOTE: The member of Council acknowledges that two copies of the By-law were provided to the member. One signed copy of the By-law was returned to the CAO and the duplicate copy was retained by the member of Council.

Schedule "A"
Disclosure of Pecuniary Interest Form

Name of Councillor: _____

Date of Council/Committee Meeting: _____

Agenda Item No.:_____

Agenda Item Description: _____

Describe general nature of Pecuniary Interest:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Dated this ____ day of _____, 20__.

Signature of Councillor: _____

Schedule "B"

GIFTS & GRATUITIES REGISTER

DATE: _____

GIFT GIVEN TO: _____

GIFT FROM: _____

GIFT: _____

VALUE: _____

DISPOSITION: _____

_____

COMMENTS: _____

_____

_____

_____

_____

_____ _____

Signature **Mayor/Chief Administrative Officer**

SCHEDULE "C"

TOWN OF TWO HILLS
Council and Committee Member Code of Conduct Complaint Protocol
Formal Complaint Form and Affidavit

I, _____ *(please print)* of the Town of Two Hills, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribed are true and correct:

Civic Address: _____,
Mailing Address: _____, of the City/Town of _____, in the Province of _____, Postal Code _____

I have personal knowledge of the facts as set out in this Affidavit because _____ (*insert reason e.g. I work for...., I attended a meeting at which....., etc.*)

I have reasonable and probable grounds to believe that _____ *(name of member)* has contravened section(s) _____ of the Council Code of Conduct for the Town of Two Hills. The particulars of which are as follows: _____

_____

_____

_____

_____

(Set out the statements of fact in consecutively numbered paragraphs in the space above, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached of Schedule "C" form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Affidavit.)

☐ Please see the attached page(s) of Schedule "C"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Two Hills and for no other purpose.

SWORN BEFORE ME at the
City/Town of _____,)
in the Province of Alberta,)
this _____ day of _____, 20___)

)_____
)NAME

_____)
A Commissioner for Oath in and)
for the Province of Alberta)

Note: *This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding*

fourteen years. (Section 131, 132), or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

Formal Complaint of the Council Code of Conduct

(if more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.)

SWORN BEFORE ME at the
City/Town of _____,)
in the Province of Alberta,)
this _____ day of _____, 20___)
)
)
_____)
A Commissioner for Oath in and)
for the Province of Alberta)

_____
NAME