

Agenda

Village of Barons Regular Council Meeting Tuesday, December 10, 2024 At 7:00 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda
4. Approval of November 12, 2024 Regular Council Meeting Minutes
5. Business Arising
 - a. Harassment Policy #078
 - b. Bylaw #763 - Revised Code of Conduct Bylaw
 - c. Bylaw #764 – Revised Establishing an MPC
6. Village Foreman Report
7. Administrator Report
8. Correspondence
9. Financial Report
10. Committee Reports
 - a. ORRSC (Oldman River Regional Services Commission)
 - b. Green Acres
 - c. CFLR (Community Futures Lethbridge Region)
 - d. FCSS (Family and Community Support Services)
 - e. Mayors and Reeves
 - f. Chinook Arch Library System
 - g. AG Society
 - h. Emergency Advisory Committee
 - i. Carmangay Library
11. New Business
 - a. Utility Bills Regarding Postal Strike
 - b. Public Safety Policy Discussion
 - c. Policy # 046 – Exceptions to the Smoke Free Places Act
 - d. Interim Budget
 - e. Village Holiday Schedule
1. Closed Session
 - a. Administrators Yearly Evaluation – FOIP Act – 17(4)(f)
 - b. Wages and Christmas Bonuses – FOIP Act – 17(4)(d)
2. Adjournment

**MINUTES OF REGULAR MEETING OF COUNCIL
of the Village of Barons
November 12, 2024**

Present: Daniel Doell, Mayor
Ron Gorzitza, Deputy Mayor
Clinton Bishop, Councillor
Jen Durell, Administrator

Absent: Brian Passmore, Village Foreman

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: Call to order at 6:59 p.m.

Guests: *None*

Approval of Agenda: Motion made by Councillor Bishop to amend the agenda to include an item titled the “Communication and Support to Council Policy”.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

Motion made by Councillor Bishop to amend the agenda to add an item titled recording and broadcasting council meetings.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

Motion made by Councillor Bishop to amend the agenda to include an item entitled “review of IT services”.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

Motion made by Councillor Bishop to amend the agenda to include an item entitled “review of legal services”.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

Motion made by Councillor Bishop to amend the agenda to include an item titled “Termination of Chief Administrative Advisor Agreement”.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

Motion made by Deputy Mayor Gorzitza to approve the agenda as presented. 2 for, 1 against. Carried.

Minutes:

To accept the minutes of the October 8, 2024 Organizational Meeting minutes as presented.

Motion made by Deputy Mayor Gorzitza to accept the minutes of the October 8, 2024 Organizational Council meeting as presented. Carried unanimously

To accept the minutes of the October 8, 2024 Regular Council Meeting minutes as presented.

Motion made by Mayor Doell to accept the minutes of the October 8, 2024 Regular Council meeting as presented. Carried unanimously

Business Arising:

- a) **Harassment Policy #078**
Council was presented with Harassment Policy #078 for their consideration. Discussion was held.

Village Foreman Report:

Was away on holidays late October through beginning of November.

Administrators Report:

Attended the LGAA Zone 1 meeting which was a great networking and learning opportunity. The Village Auditors were here October 22 for the pre-audit. A GIC is due for reinvestment in November. Administrator Durell will instruct ATB to reinvest at the current market rate. The scheduled Assessment Review Board hearing on October 17th was cancelled as the assessor and the property owner came to an agreement acceptable to both parties. The Sewer Project is coming along well. The deep well is now set, pumps are installed, trunk main is almost complete and work continues on the electrical components. Had the water reservoir cleaned which was recommended by Alberta Environment. The Blackfoot name sign

has now been delivered and was mounted to the front entrance sign. Attended a meeting with the Village's IT person to discuss the current technological capability and how we can improve – will be reporting back in first quarter of 2025 in preparation for budget considerations. Administration has been asked by a property owner if Council would consider extending Brainard Street to Blayne Avenue, as he would like to subdivide his property.

Motion made by Councillor Bishop to amend the agenda to consider the repeal of the rental policy.

Councillor Bishop and Deputy Mayor Gorzitza for, Mayor Doell against.

2 for, 1 against. Motion carried.

Business Arising: b) Repeal of Rental Policy

Motion made by Councillor Bishop to repeal the rental policy.

Councillor Bishop for, Mayor Doell and Deputy Mayor Gorzitza opposed.

1 for, 2 against. Motion failed.

**Motion made by Mayor Doell to reconsider the motion made by Councillor Bishop to repeal the rental policy.
Carried unanimously.**

- Correspondence:***
- October Bank Reconciliation
 - Chinook Arch Library Board – Library Trustee Extravaganza
 - Chinook Arch Library Board – Board Report
 - Oldman River Regional Services Commission – Member Form Information Sheet
 - FCSS – Report to Municipalities
 - Lethbridge County – Committee Appointments
 - Oldman River Regional Services Commission – NextGen 911
 - Occupational Health and Safety – Reports
 - Oldman River Regional Services Commission – Member Fee Increase
 - Honourable Jason Nixon, MLA, Minister for Seniors, Community and Social Services – Letter re: Piyami Lodge

**Motion made by Councillor Bishop to accept the correspondence as presented.
Carried unanimously**

Financial Reports: Council was presented with the accounts payable and monthly statement for the month of October, 2024.

Motion made by Deputy Mayor Gorzitza to approve the accounts payable for the month of October, 2024.

Carried unanimously

Motion made by Mayor Doell to approve the monthly statement for October, 2024.

Carried unanimously

Committee Reports:

- a) **ORRSC**
Meeting upcoming in December.
- b) **Green Acres**
Discussed Piyami Lodge rebuild and the ongoing advocacy to renovate.
- c) **CFLR (Community Futures Lethbridge Region)**
Presentation re: digital skills for youth program, program concluded and report of successes. 18 projects total were done through the program.
- d) **FCSS (Family Community and Social Services)**
FCSS is now here on Fridays from 9 – 4 at the Seniors to assist adults, seniors, and youth. A few kids attended the kids session.
- e) **Mayors and Reeves**
Discussion held about Mayors.
- f) **Chinook Arch Library System**
Nothing to report.
- g) **AG Society**
Mistletoe market was this past weekend. Turkey bingo upcoming next weekend. Meeting upcoming this Thursday.
- h) **Emergency Advisory Committee**
Work is ongoing to remove Coaldale from the documents already drafted. Lethbridge County officially announced the partnership on November 1 and hosted a media availability with the Reeve, as well as all the Mayors of the communities involved. Mayor Doell attended on the Village's behalf.

i) **Carmangay Library**

Everything is going well at the library. Carmangay library attends Barons once per month. No smoke damage to the library regarding recent fire.

New Business:

a) **Letter of support for Lethbridge County ACP Application**

Council was presented with a letter from Lethbridge County requesting a letter of support for their ACP Application for a study to enhance irrigation networks and accessibility to water. Discussion was held.

Motion made by Mayor Doell to write a letter of support for Lethbridge County's submission of a 2024/2025 Alberta Community Partnership grant application in support of the Accessibility to Water Through Enhanced Irrigation Networks Study.
Carried unanimously

b) **Land Acquisition Agreement**

Council was presented with the final land agreement with C. Johnson, L. Louie & K. Johnson for signature. Discussion was held.

Motion made by Deputy Mayor Gorzitza to sign the agreement with C. Johnson, L. Louie & K. Johnson.
Carried Unanimously

c) **Elections Alberta Agreement**

Council was presented with the proposed data sharing agreement with Elections Alberta. Discussion was held

Motion made by Councillor Bishop to table this agreement until the January Council meeting pending further information.
Carried unanimously

d) **Code of Conduct Amendment – Gifting Restrictions**

Discussion was held.

Motion made by Councillor Bishop to instruct Administration to draft an amendment to Bylaw #727, the Councillor Code of Conduct Bylaw to include restrictions on gifts.
Carried unanimously

e) **Term Limits for MPC**

Discussion was held.

Motion made by Councillor Bishop to instruct Administration to amend Bylaw #713 to indicate term limits of 4 years for the member at large, pending review or reappointment.

Carried Unanimously

Motion made by Councillor Bishop to instruct Administration to initiate a search and selection process for a member at large in March of 2025.

Carried unanimously

f) Admin Vacation Request

Administrator Durell requests November 18-26, 2024, and December 16 - 17th, 2024 for vacation time.

Motion made by Deputy Mayor Gorzitza to approve the vacation request from Administrator Durell.

Carried unanimously

Closed Session: a) None

Adjournment: Adjournment of the meeting was at 9:45 p.m.

Mayor – Daniel Doell

Administrator – Jen Durell

Village of Barons

Policy

Reference: Council Meeting	Adopted By: Resolution	Number: 078
Prepared By: Jen Durell	Date: December 10, 2024	Supersedes: 049/073

Title: **WORKPLACE HARASSMENT, BULLYING AND VIOLENCE POLICY STATEMENT:**

Employees, elected officials, volunteers, and contractors have a right to a workplace where they are treated fairly and with dignity, respect and honesty. An environment that encourages openness and respect. where behaviors not in alignment with these principles are not tolerated. This policy solidifies the Village of Barons commitment to establishing and maintaining a respectful workplace.

PURPOSE:

The responsibility and accountability for a respectful workplace is shared. This policy will clearly outline expectations for the provision of a workplace that is; respectful, dignified, fair, and is free from inappropriate or disrespectful behavior. This policy applies to all Village of Barons employees, volunteers, contractors, elected officials, visitors, and customers, and conforms to the Alberta Human Rights Act and the Alberta Occupational Health & Safety Act, Code & Regulations. This policy applies to all types of communications, including but not limited to verbal, non-verbal, visual, written and/or online contact.

DEFINITIONS:

- **Bullying** – Repeated verbal, physical, social or psychological behavior that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying behavior can include teasing, insulting someone, shoving, hitting, excluding someone, or gossiping about someone. Bullying does not include a situation of mutual conflict, or single episodes of negative behavior.
- **Contractor** – Includes all individuals who are contracted by the Village, and who access the workplace for the purposes of providing services and supplies to, and on behalf of, the Village of Barons.
- **Discrimination** – Treating someone differently because they belong to a certain group, most often but not always, the grouping is covered by grounds protected under Alberta Human Rights Legislation
- **Elected Official** – Refers to those individuals elected to Council and includes the Mayor and Councillors of the Village of Barons
- **Employee** – includes any individual paid salary or wages by the Village of Barons
- **Harassment** – includes repeated behaviors that are known, or ought to be known, to be unwelcome or offensive and/or have a negative effect on the work environment.
- **Inappropriate or Disrespectful behavior** – includes all forms of bullying, discrimination, harassment, intimidation, retaliation, sexual harassment, unproductive/aggressive conflict, and/or violence. Disrespectful behavior does not

include job-related actions that are performed in good faith by supervisors and management such as; direction of work, performance management and appraisals, and/or other corrective actions.

- **Intimidation** – To use physical, emotional or authoritative power to create a feeling of inequity that intentionally incites others to do, or not do, something.
- **Leader** – includes management, supervisors, and others responsible for directing, defining, coordinating, overseeing, and/or supervising the work of others, as well as anyone in the organization who may not have positional authority but is seen by others to be a leader and resource.
- **Respectful Workplace** – A working environment that honors dignity, collaboration, cooperation, proactive problem-solving, and where people conduct themselves in a way that is respectful to others and respects that others may be different and may have a different approach or way of doing something.
- **Retaliation** – Deliberately harming, penalizing, or subjecting someone to adverse consequences in response to their participation in a claim or investigation associated with this policy.
- **Sexual Harassment** – Unwanted and/or unwelcome behaviors towards another that is sexual in nature and/or is based on a person's gender and includes but is not limited to, touching, making suggestive remarks, and posting images and text in the workplace.
- **Unproductive/Aggressive Conflict** – conflict that is intentionally disruptive and inflammatory, and meant to incite a reaction in others.
- **Violence** – The use of force, either physical or coercive, that causes physical or emotional harm to somebody or something.
- **Volunteer** – Refers to a person who is not paid by the Village of Barons but volunteers their time to the Village of Barons in service of the community and/or on behalf of the services provided by the Village of Barons. This includes those individuals serving on any board, commission or committee established by the Village of Barons
- **Workplace** – is considered to be anywhere that work-related activities occur such as, but not limited to, Village of Barons office, shops, vehicles, conferences and training locations, meeting locations, on the telephone, social functions, the internet and social media.

RESPONSIBILITIES:

All employees, elected officials, volunteers, contractors, visitors, and customers have a mutual responsibility to ensure a respectful workplace. Behaviors that are not aligned with this policy will not be condoned or tolerated, and as such the following responsibilities are established.

a) Elected Officials

- Approve by resolution this policy and any amendments to the policy
- Read and sign-off on this policy to confirm understanding of its contents and commitment to compliance with it.
- Abide by the responsibilities outlined below for All Employees.

b) CAO

- Ensure that all new elected officials receive training on this policy and associated procedures.

- Abide by the responsibilities outlined below for Leaders.
- Ensure implementation and periodic review of this policy and associated procedures.
- Maintain confidential records of complaints, concerns and/or investigations related to this policy.
- Ensure that all employees and volunteers are trained on this policy and related procedures.
- Ensure that this policy and sign-off is included in all contract packages and that contractors are aware of their responsibilities under this policy.
- Ensure that the public and visitors to the community and facilities are informed of the expectations for behavior and treatment of Village employees at all levels of the organization. This may include signage, notices, and/or follow-up communication when conflict occurs.
- Support positive workplace behaviors and correct any behavior that is out of alignment with this policy.
- Ensure that concerns and/or formal complaints are taken seriously, documented and that steps are taken to resolve the matter effectively and expediently.
- Read and sign-off on this policy to confirm understanding of its contents and commitment to compliance with it.
- Abide by the responsibilities outlined below for All Employees

e) Contractors

- When a contractor has employees or sub-contractors working with the Village of Barons or on a Village of Barons site, this contractor must abide by the responsibilities outlined for Leaders
- When a contractor is a sole individual, this contractor must abide by the responsibilities outlined below for All Employees

f) All Employees, volunteers, elected officials, contractors, and business partners will:

- Recognize that workplace conflicts and disagreements may occur, and attempt to resolve these issues in good faith and in a manner conducive to a respectful workplace.
- Behave in a manner that supports and creates a respectful workplace, such as but not limited to, treating others equitably and fairly, communicating respectfully, listening to what others have to say, and recognizing and valuing the diversity of employees, visitors and public.
- Report any inappropriate or disrespectful behavior that you experience or witness taking place towards another person.

g) All Employees, volunteers, elected officials, contractors, customers and visitors will refrain from exhibiting inappropriate or disrespectful behavior:

- Examples of such behaviors include, but are not limited to; coercion, intimidation, humiliation, bullying, abuse of authority; yelling or shouting (unnecessarily); deliberate exclusion of others from relevant work activities or decision-making, decision-making influenced by factors which have no work-related purpose, attempts to discredit others by spreading false information; causing vandalism or destruction to the property of the Village or any of its employees; any gesture, act or statement that gives an individual reasonable cause to believe that there is a risk of injury to

themselves, another person or property; any statement, written, visual or verbal, that is reasonably interpreted by a person to be menacing or taunting in nature; violent acts that cause, or may cause, physical harm or significant emotional distress to any other person.; unwelcome behaviors or jokes that are degrading, offensive, demeaning, embarrassing, or insulting.

- h) All Council, Village employees, and volunteers will read and sign-off on this policy to confirm understanding of its contents and commitment to compliance with it. Retaliation for speaking out, bringing a complaint or participating in the investigation of a complaint will be considered a form of inappropriate or disrespectful behavior under this policy.

RESOURCES:

- a) For any full-time employee, an Employee Assistance Program (EAP) offer through benefits can be utilized at any time.

STATEMENT AGAINST RETALIATION:

Retaliation against any person involved in a disclosure or a formal complaint (e.g. complainant, witnesses and/or other person) of discrimination or harassment is prohibited. Where it has jurisdiction, the village will investigate all reports of retaliation in accordance with the appropriate complaints processes. Individuals who engage in retaliation will be subject to formal discipline.

CONSEQUENCES:

If a finding of discrimination, harassment or disrespectful behaviour is made, the Village will take appropriate corrective measures corresponding to the seriousness of the infraction.

Corrective measures may include, as applicable:

- discipline, such as a verbal warning, written warning, or suspension without pay
- demotion or denial of promotion, reassignment, or transfer
- termination with or without cause
- financial penalties such as the denial of recognition pay, or a performance-based salary increase
- referral for counselling, coaching, or sensitivity training, anger management training, supervisory skills training, or attendance at other educational programs
- barring members of the public from accessing Village services or facilities as appropriate
- any other corrective measures deemed appropriate under the circumstances
- for an infraction by any member of Council, consequences shall mirror that found in the Code of Conduct Bylaw

A record of any corrective measures will be recorded in the applicable employee's file.

This policy supports the building of trusting relationships in an ethical and professional manner.

POLICY REVIEW:

The CAO shall review this policy at least every three years or more frequently with Council if circumstances dictate.

For Administration, this policy shall be reviewed yearly or more frequently based on the following:

- When an incident of harassment, bullying or violence occurs.

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge that I have read and understand the Workplace Bullying, Harassment and Violence Policy of the Village of Barons.

Further, I agree to adhere to this Policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action as outlined in the policy.

Name: _____

Signature: _____

Date: _____

Witness: _____

WORKPLACE BULLYING, HARASSMENT AND VIOLENCE COMPLAINT FORM

Name and contact information of complainant
Name of alleged those harassing, bullying or exhibiting violence

Personal Statement

Please describe in as much detail as possible the harassment, bullying or violence exhibited including:

- The name(s) of the parties involved
- Any witnesses to the incident(s)
- The location, date and time of the incident(s)
- Details about the incident(s) (behavior and/or words used)
- Any additional details that would help with the investigation

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence such as vandalized personal belongings can also be submitted.

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Signature:	Date:
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VILLAGE OF BARONS
IN THE PROVINCE OF ALBERTA
BYLAW No. 763

A BYLAW OF THE VILLAGE OF BARONS, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A COUNCILLOR CODE OF CONDUCT; AND TO REPEAL AND REPLACE BYLAW #727.

WHEREAS pursuant to section 146.1(1) of the Municipal Government Act, a council must, by bylaw, establish a code of conduct governing the conduct of councillors.

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Village of Barons;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Village of Barons, in the Province of Alberta, duly assembled, enacts as follows:

SHORT TITLE

This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

DEFINITIONS

1. “Act” means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
2. “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer and/or their delegate.
3. “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
4. “Investigator” means Council or an individual or body established by Council to investigate and report on complaints;
5. “Member” means a member of Council and includes a councillor or the Deputy Mayor or Mayor;
6. “Municipality” means the municipal corporation of Village of Barons.

PURPOSE AND APPLICATION

The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

REPRESENTING THE MUNICIPALITY

1. Members shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - i. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- b) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and
- c) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.
- d) Each member of Council shall foster a culture of openness and respect.

COMMUNICATING ON BEHALF OF THE MUNICIPALITY

- 1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 4. No Member shall make a statement when they know that statement is false.
- 5. No Member shall make a statement with the intent to mislead Council or members of the public.
- 6. Members must exhibit respectful online conduct.

RESPECTING THE DECISION-MAKING PROCESS

1. Decision making authority lies with Council, and not with any individual Member.
Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

1. Members shall uphold the laws established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS

1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
5. Members shall respect the fact that employees in Administration work for the

Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

7. Members must not:

- a) involve themselves in matters of Administration, which fall within the jurisdiction of the Administrator or Chief Administrative Office (CAO);
- b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

CONFIDENTIAL INFORMATION

- 1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 3. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:
 - a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies; use confidential information for personal benefit or for the benefit of any other individual or organization.
- 4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - a) the security of the property of the Municipality;
 - b) a proposed or pending acquisition or disposition of land or other property;
 - c) a tender that has or will be issued but has not been awarded;
 - d) contract negotiations;

- e) employment and labour relations;
- f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

CONFLICTS OF INTEREST

1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
3. Members shall approach decision-making with an open mind that is capable of persuasion.
4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

IMPROPER USE OF INFLUENCE

1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it is related to the Municipality.
4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

USE OF MUNICIPAL ASSETS AND SERVICES

1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.
2. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- a) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

ORIENTATION AND OTHER TRAINING ATTENDANCE

1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
5. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
6. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which has significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
7. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

GIFTS

1. No member shall accept a gift(s) more than \$100.00 (one hundred) dollars in real or perceived value.

INFORMAL COMPLAINT PROCESS

1. Any Member who has identified or witnessed conduct by a Member that another Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - a) advising the Member that the conduct violates this Bylaw and encourages the Member to stop,
 - b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

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

FORMAL COMPLAINT PROCESS

1. Any Member who has identified or witnessed conduct by a Member that a Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - a) All complaints shall be made in the prescribed form, attached Schedule “B”;
 - b) All complaints shall be addressed to the Investigator;
 - c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator’s decision;
 - f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator’s investigation;
 - h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
 - i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member’s sole expense.

COMPLIANCE AND ENFORCEMENT

1. Members shall uphold the letter and the spirit and intent of this Bylaw.
2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
3. No Member shall:
 - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw and may include:
 - a) a letter of reprimand addressed to the Member;
 - b) requesting the Member to issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the Member's response;
 - d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
 - e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
 - f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
 - g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
 - h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
 - i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

REVIEW

1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, when an incident occurs and at any other time that

Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

Read a first time this _____ day of _____, 2024

Read a second time this _____ day of _____, 2024

Presented for Consideration for a third and final reading this _____ day of _____, 2024

Read a third and final time this _____ day of _____, 2024

MUNICIPALITY OF THE VILLAGE OF BARONS

Mayor

Administrator

SCHEDULE “A”

VILLAGE OF BARONS COUNCIL CODE OF ETHICS

I recognize that I have primary responsibility to ensure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Village of Barons Council, to provide governance, I promise that I will:

1. Govern my conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.
2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may provide effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councillors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for the Village of Barons which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences in opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.
9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
10. Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
11. Not use Village funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.

12. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
13. Neither will I neglect my personal obligation to the public and my legal obligation to the municipality, the Province of Alberta or Government of Canada, nor will I surrender these responsibilities to any other person, group or organization.
14. Commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Bylaw.
15. Recognize that any allegation that may be made against me in my capacity as Councillor does not remove my right to a fair and unbiased hearing before Council.

Dated at the Village of Barons, in the Province of Alberta, this _____ day of _____, 20____.

Councillor

Witness to the Signature of Councillor

SCHEDULE “B”

CODE OF CONDUCT COMPLAINT FORM

Please fill in this form to file a Code of Conduct By-Law complaint about a councillor for the Village of Barons and email it to cao@barons.ca. Try to fill in as much as possible with exact details.

Your name	
Your telephone number	
Your email address	
The name of the person you are complaining about (otherwise known as the Respondent)	
Respondent's title	
Where was the Respondent when the alleged incident took place	
Your relationship with the Respondent (for example, Council member, member of the public, Administration)	

What are the details of your complaint?

1. How do you know about this incident?
(for example, it happened to you, or you were there as a witness)
2. Where did the incident take place?
3. When (date and time if you have it) did the incident take place?
4. What happened?
(Describe in detail what took place, specifying the role of the respondent in the incident.)

5. Were there any witnesses? If yes, please include their names and contact details if you have them.
6. What conduct do you think is inconsistent with the respondent's role and/or the Code of Conduct By-Law? (See Parts 3 and 4 of the [Code of Conduct By-Law](#) for details.) Please put **X** in the box opposite the conduct.

Breach of communications	
Respecting the Decision-Making Process	
Adherence to Policies, Procedures and Bylaws	
Disrespectful Interactions with Council Members, Staff, the Public and Others	
Disclosure of confidential information	
Conflict of interest	
Improper use of municipal assets and services	
Improper use of influence	
Improper acceptance of gifts or personal benefits	

Other:

7. How would you like the matter settled? Are you willing to participate in an informal resolution (such as mediation)?

Please attach any supporting documents (for example, photos, copies of emails or text messages, and so on) to your email.

Note that the Integrity Commissioner will consider your email confidential during the preliminary assessment of your complaint. If you have any questions about the complaint process, email cao@barons.ca.

BYLAW NO. 764
A BYLAW OF THE VILLAGE OF BARONS
IN THE PROVINCE OF ALBERTA
TO ESTABLISH A MUNICIPAL PLANNING COMMISSION

BEING a bylaw of the Village of Barons in the Province of Alberta, to establish a Municipal Planning Commission;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended requires the municipality to adopt a bylaw to establish a Municipal Development Authority;

AND WHEREAS, the Development Authority is authorized to make decisions on applications for development approval in accordance with the administrative procedures, land uses and schedules established in the municipal land use bylaw;

AND WHEREAS, the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 as amended permits the municipality to adopt a bylaw to establish a Municipal Planning Commission to act as the municipal Development Authority;

AND WHEREAS, this bylaw may be cited as the Village of Barons Municipal Planning Commission Bylaw;

NOW THEREFORE, the Council of the Village of Barons in the Province of Alberta duly assembled, enacts as follows:

1. DEFINITIONS:

- (a) **Act** means the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.
- (b) **Municipality** means the Village of Barons in the Province of Alberta.
- (c) **Council** means the Municipal Council of the Village of Barons.
- (d) **Designated officer** means a person or persons authorized to act as the designated officer for the municipality as established by bylaw.
- (e) **Development officer** means a person or persons authorized to act as the development officer for the municipality as established by the Village of Barons Land Use Bylaw.
- (f) **Municipal Planning Commission** means the person or persons appointed to exercise and perform the Development Authority and Subdivision Authority powers and duties on behalf of the municipality as are specified:
 - (i) in the Act; or
 - (ii) in the Village of Barons Land Use Bylaw; or
 - (iii) in this bylaw; or
 - (iv) by resolution of council.
- (g) **Secretary** means the person or persons appointed by council to act as secretary of the Subdivision and Development Authority.
- (h) **Authorized persons** means a person, organization, services commission, or intermunicipal service agency authorized by the council to which the municipality may delegate any of its Development Authority powers, duties or functions.

- (i) All other terms used in this bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.
- 2. This bylaw hereby establishes a Municipal Planning Commission in accordance with the Act.
- 3. For the purpose of this bylaw, the Municipal Planning Commission is authorized to act as Designated Officer for the purposes of the land use bylaw.
- 4. The Municipal Planning Commission shall be comprised of four (4) persons, three (3) of whom shall be an elected member of Council and one (1) of whom shall be appointed by Council from the citizens of the Village at large. Council may appoint as many alternate members as deemed appropriate by Council from the citizens at large.
- 5. Appointments to the Municipal Planning Commission shall be made by resolution of Council.
- 6. Appointments to the Municipal Planning Commission shall be made for a term of four (4) years, pending review or reappointment.
- 7. When a person ceases to be a member of the Municipal Planning Commission before the expiration of his/her term, Council shall, by resolution, appoint another person for the unexpired portion of that term.
- 8. After the organizational meeting of Council each year, the members of the Municipal Planning Commission shall elect one of themselves as chairman, and one of themselves as vice-chairman to hold office for a term of one year.
- 9. Each member of the Municipal Planning Commission shall be entitled to such remuneration, travelling, and living expenses as may be fixed from time to time by Council; and the remuneration, travelling, and living expenses shall be paid by the Village of Barons.
- 10. Council may, by resolution, appoint a secretary who shall be an employee of the municipality and shall attend all meetings of the Municipal Planning Commission, but shall not vote on any matter before the Municipal Planning Commission.
- 11. The Municipal Planning Commission shall hold meetings only as required on a date to be determined by the Municipal Planning Commission.
- 12. Three (3) members of the Municipal Planning Commission shall constitute a quorum.
- 13. The decision of the majority of the members present at a meeting shall be deemed to be the decision of the whole Municipal Planning Commission.
- 14. The Municipal Planning Commission may make rules to govern its meetings.
- 15. Members of the Municipal Planning Commission shall not be members of the Subdivision and Development Appeal Board.
- 16. The secretary shall attend all meetings of the Municipal Planning Commission and shall keep the following records with respect thereto:
 - (a) the minutes of all meetings;
 - (b) all applications;
 - (c) records of all notices of meetings and or persons to whom they were sent;

- (d) copies of all written representations to the Municipal Planning Commission;
- (e) notes as to each representation;
- (f) the names and addresses of those making representations at the meeting;
- (g) the decision of the Municipal Planning Commission;
- (h) the reasons for the decision of the Municipal Planning Commission;
- (i) records of all notices of decision and of persons to whom they were sent;
- (j) such other matters as the Municipal Planning Commission may direct.

17. The municipality may by bylaw delegate any of its development authority powers, duties or function to an authorized person or a regional services commission.
18. This bylaw shall come into effect upon third and final reading thereof.
19. This bylaw repeals Bylaw #713 and becomes effective immediately.

This Bylaw shall take effect _____ and upon final passing thereof.

Read a first time this _____ day of _____, 2024

Read a second time this _____ day of _____, 2024

Presented for Consideration for a third and final reading this _____ day of _____, 2024

Read a third and final time this _____ day of _____, 2024

MUNICIPALITY OF THE VILLAGE OF BARONS

MAYOR

ADMINISTRATOR

Village of Barons
THE MONTH November, 2024
2024 Monthly Statement Ending: November 30, 2024

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$6,773.81	
General Administrative	\$80.00	\$12,195.25
Council		\$2,130.68
Fire Hall		\$22,438.74
Bylaw Enforcement		
Shop		\$3,323.98
Roads and Streets		\$4,453.70
Water/Sewer/Garbage	\$22,467.51	\$13,307.22
Green Acres Requisition		
Recreation Facilities/Parks		\$240.64
Casual Wages/STEP		\$4,981.02
Legal		\$316.00
Telus Rental	\$3,600.00	
Chinook Arch		
Requisition - School		
Bulk Water	\$222.00	
Auditor		
Xplornet	\$600.00	
Carwash		
Insurance		
ORRSC		
FortisAlberta Franchise	\$970.61	
Assessor		
MPC		\$190.00
Sewer Lift Project		\$669,828.21
Grants		
ATCO Gas Franchise Fee	\$930.57	
Tree Trimming		
Treated Water - Nobleford		\$11,663.52
Total	\$35,644.50	\$745,068.96

Bank Balance - as of November 30, 2024	301,028.91
Outstanding Cheques (as October 31, 2024)	\$25,984.98
GIC	\$324,378.93

2024 Taxes Owing	\$52,961.24
Outstanding Taxes - Prior to 2024	\$6,955.55
Total Outstanding Taxes	\$59,916.79

VILLAGE OF BARONS

POLICY

Reference: Council Meeting

Adopted By: Resolution

Number: 046

Prepared By: Laurie Beck

Date: January 10, 2006 **Supersedes:**

TITLE: **Exceptions to the Smoke Free Places Act**

★ **Policy Statement**

That the Village of Barons designates the Village Shop and the back room of the Village Office as a place where smoking is permitted.

THE PURPOSE OF THIS POLICY IS TO:

Provide for the adherence to the Smoke Free Places Act, which enables the Village to designate areas or a public place or workplace or part of a public place or workplace as a place whereby smoking is permitted.

Definitions: "Smoke" means to smoke, hold or otherwise have control over a lit tobacco product.

"Workplace" means all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as a right or by express or implied invitation.

"Minor" means a person under the age of 18 (eighteen) years of age

Responsibilities: To ensure that signs are posted and conspicuously displayed indicating that minors are not permitted to enter or be in the place where smoking is permitted and to take reasonable steps to ensure that smoke does not enter any place where smoking is prohibited.

Procedures: Signs will be posted on the windows and/or doors of each of the designated areas. Anyone who is a minor will not be permitted to enter these areas.

★ This policy is subject to any specific provision of the Municipal Government Act (MGA), the Local Authorities Board Act or other relevant legislation.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 10, 2024
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Village Holiday Schedule
Agenda Item Number:	11(e)

BACKGROUND/PROPOSAL:

As in previous years, the Village Office and Public Works have been closed between Christmas and New Year's. It is proposed that the Office and Public Works be closed between noon on December 23rd, 2024 to January 2nd, 2025 inclusive

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This allows the staff some time to spend with their families and enjoy the holiday season.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

1. Council consider closing the Village Office and Public works from December 23, 2024 at 3:30 pm until January 2, 2025 at 9:00 am inclusive.

ENCLOSURES:

None

Initials show support –

Reviewed By: CAO: Jen Durell