

Agenda

Village of Barons Regular Council Meeting Tuesday, January 14, 2025 At 7:00 p.m.

1. Call to Order
2. Guests: None
3. Approval of Agenda
4. Approval of December 10, 2024 Regular Council Meeting Minutes
5. Business Arising
 - a. Bylaw #763 - Revised Code of Conduct Bylaw
 - b. 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. FCSS Community Needs Assessment
 - b. ORRSC Development Support and Processing Proposal
 - c. Policy #079 – Workplace Harassment, Bullying, and Violence Policy and Procedures
 - d. Policy #080 – Customer Code of Conduct
 - e. Policy #081 - Council and Administration Communication Framework
 - f. Lethbridge County Recreation Funding Memorandum of Understanding
 - g. Administrators Vacation Request
1. Closed Session
2. Adjournment

**MINUTES OF REGULAR MEETING OF COUNCIL
of the Village of Barons
December 10, 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 7:00 p.m.

Guests: *None*

Approval of Agenda: Administrator Durell requests an amendment to the agenda under New Business to discuss the Town of Coalhurst's invitation to their Regional Council Workshop.

Motion made by Councillor Bishop to amend the agenda to add item (f) Regional Council Workshop.

Carried Unanimously.

Motion made by Councillor Bishop to amend the agenda to add an item titled "Communication and Support to Council Policy" under New Business.

Carried Unanimously.

Motion made by Mayor Doell to approve the agenda with the amendments as presented.

Carried Unanimously.

Minutes: To accept the minutes of the November 12, 2024 Regular Council Meeting minutes as presented.

Motion made by Mayor Doell to accept the minutes of the November 12, 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.

Motion made by Councillor Bishop to adopt Policy #078 – Workplace Harassment, Bullying and Violence policy as

presented.

Carried Unanimously

- b) **Bylaw # 763 – Revised Councillor Code of Conduct**
Council was presented with the revised Councillor Code of Conduct for their consideration.

Motion made by Councillor Bishop to direct Administration to make further amendments relating to respectful online conduct.
Carried unanimously.

- c) **Bylaw # 764 – Revised Establish an MPC**
Council was presented with the revised establish an MPC bylaw for their consideration.

Motion made by Councillor Bishop to direct Administration to make further amendments to amend section 7, and to add a section requiring the publishing of minutes.

Carried Unanimously

Village Foreman Report:

Lots of plowing. Had more sand delivered in preparation for winter. Got the Christmas lights up, including at the front entrance. Had an issue at the sewer plant - Pump 1 went down but this has since been fixed and things are running smoothly now. Completed the water and sewer connection for 326 Queen Street. Still obtaining quotes for the water plant roof – have asked 2 companies for quotes but no one has come back yet.

Motion made by Councillor Bishop to direct Administration to change the scope of the project to include a flat roof replacement.
Carried Unanimously.

Administrators Report:

Attended an info session for Elections Alberta regarding the changes that were made to the Local Authorities Election Act. The Sewer Project is at a standstill now as we are waiting for the final electrical components to arrive for installation. The commissioning has been postponed until January as the pump supplier is required to be on site when commissioning happens, and the 80 hour run test is conducted but unfortunately the pump supplier's office closes for Christmas as of December 15th and they were booking 3 weeks ahead. The Autodialler is ready for installation, as are the remote monitoring components.

Motion made by Councillor Bishop to amend the agenda to include the repeal of the rental policy under business arising.
Carried Unanimously

Business Arising: d) **Repeal of Rental Policy #66**
Discussion was held.

Motion made by Councillor Bishop to repeal the Rental Policy #66.

Carried unanimously.

Correspondence:

- November Bank Reconciliation
- Town of Coaldale – Night of Lights Invitation
- AB Government, Housing Division – Designation of Affordable Housing Accomodations
- Oldman River Regional Services Commission – Christmas Greetings
- Oldman River Regional Services Commission – GIS Orthophoto
- Adriana Feenstra – Christmas Food Hampers
- Community Peace Officer Monthly Report – October
- Community Peace Officer Monthly report - November
- Oldman River Regional Services Commission – 2025 Membership Fee

Motion made by Deputy Mayor Gorzitza to accept the correspondence as presented. **Carried unanimously**

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

Motion made by Mayor Doell to approve the accounts payable for the month of November, 2024. **Carried unanimously**

Motion made by Deputy Mayor Gorzitza to approve the monthly statement for November, 2024. **Carried unanimously**

Committee Reports:

- a) **ORRSC**
Had their board meeting on Thursday. Costs are increasing by 8%
- b) **Green Acres**
Had a meeting to discuss the Provincial Governments hesitation to renovate Piyami Lodge. Discussions about the other properties and whether or not they will expand their existing buildings. Going back to the Ministers for a commitment for funding for Piyami.
- c) **CFLR (Community Futures Lethbridge Region)**
Relatively normal on the load front – a few approvals. Looking for new ways to increase operating funding. Local community futures meeting with those from BC to discuss supports for purchasing businesses.
- d) **FCSS (Family Community and Social Services)**

FCSS attending the seniors seems to be a success.

e) **Mayors and Reeves**

Had Mayors and Reeves on Dec 5. Nathan Neudorf attended and spoke to those in attendance. Nathan Neudorf is hosting a movie night at the Movie Mill on the weekend.

f) **Chinook Arch Library System**

Discussed financials and the 2025 budget. Had a library in Stand Off which hasn't reopened since covid – Having to hire trenching to put in wireless which was a large cost. Moneys is being donated from another library board as they have a grant they need to use. The chair of the board has stepped down but remains on the board, and a new chair has been appointed. Discussed committee appointments. Next meeting in Jan

g) **AG Society**

Held turkey bingo despite bad weather attendance was good. Looking to buy a commercial sanitizer for the kitchen. Looking to partner with the Village for grants.

h) **Emergency Advisory Committee**

Next meeting is set tentatively for January 15 for a status update.

i) **Carmangay Library**

1st Thursday of the month at the seniors may be changing as the board meeting dates have changed from Tuesdays to Thursdays. Just had their party last week. Had to replace some melted siding from the house fire next door.

New Business:

a) **Utility Bills Regarding Postal Strike**

In light of the ongoing postal strike with Canada Post, there will be some difficulties sending out the utility bills for the “out of town” addresses and collecting payment on accounts as they are paid by cheque which is mailed. Discussion was held.

b) **Public Safety Policy Discussion**

As there has been an increase in violence and aggression shown to Village Staff, as well as threatening behaviour, would Council consider implementing a safety policy for staff. Discussion was held.

Motion made by Councillor Bishop to direct Administration to develop a public safety policy to outline procedures for Public Works Staff when engaging in activities that may pose a hazard to residents who refuse to vacate a designated work area. The policy will include clear guidelines for

communication, escalation, and documentation to ensure the safety of both staff and residents.

Carried Unanimously

- c) **Policy #046 – Exceptions to the Smoke Free Places Act**
Discussion was held.

Motion made by Councillor Bishop to repeal Policy #046 – Exceptions to the Smoke Free Places Act and designate all Village owned equipment and buildings as non-smoking.

Carried Unanimously.

- d) **Interim Budget**
Council was presented with the 2025 Interim Budget for their consideration.

Motion made by Councillor Bishop to approve the 2025 Interim Budget as presented.

Carried Unanimously.

- e) **Village Holiday Schedule**
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 to January 2nd, 2025 inclusive.

Motion made by Deputy Mayor Gorzitza to close the Village Office and Public Works on December 23rd at 12:00 noon and remain closed until January 2nd, 2025 inclusive.

Carried Unanimously

- f) **Regional Council Workshop Invitation**
Council has received a letter from the Town of Coalhurst inviting them to attend a Regional Council Workshop to discuss regional priorities. Discussion was held.

Motion made by Deputy Mayor Gorzitza to send Mayor Doell to the Regional Council Workshop hosted by the Town of Coalhurst.

Carried Unanimously.

- g) **Communication and Support to Council Policy**
Clinton demands this be on the agenda. Discussion was held.

Motion made by Councillor Bishop to direct administration to draft a communication and support to Council Policy.

Carried Unanimously.

**Motion made by Deputy Mayor Gorzitza to go incamera at 8:35 p.m under FOIP Act – 17(4)(f) and FOIP Act (17)(4)(d).
Carried Unanimously**

Mayor Doell returned to the meeting at 8:43 pm.

Motion made by Deputy Mayor Gorzitza to come out of camera at 11:10 p.m.

Carried Unanimously

It is recommended to provide a cost-of-living increase of 4% for Public Works. It is also recommended that the Administrator be provided with a \$15,000.00 wage increase to keep in line with current rate standards for comparable positions.

As in keeping with previous years, it is recommended that a Christmas bonus of \$500.00 for Administrator and Public Works Foreman, as well as \$150.00 for the casual employees.

Motion made by Mayor Doell to approve a 3.1% cost of living increase for the Public Works Foreman effective January 1, 2025. Carried Unanimously.

Motion made by Deputy Mayor Gorzitza to approve a 5% for the Administrator, effective January 1, 2025.
Carried Unanimously.

Motion made by Councillor Bishop to provide a Christmas bonus of \$500.00 for Administrator Durell and \$250.00 for Public Works Foreman Passmore and for the Casual Employees.

Carried Unanimously.

Adjournment: Adjournment of the meeting was at 11:18 p.m.

Mayor – Daniel Doell

Administrator – Jen Durell

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. When using online forums, etc., members must remember to read, think, and then respond. Be mindful of mechanical and grammatical errors, word usage and tone. Avoid using all CAPS for words, avoid sarcasm, respect other's opinions, check the facts, and be considerate. Avoid sharing or spreading misinformation and/or disinformation.

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.

6 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 _____, 2025

Read a second time this _____ day of _____, 2025

Presented for Consideration for a third and final reading this _____ day of _____, 2025

Read a third and final time this _____ day of _____, 2025

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. The Commission has a period of sixty (60) days to fill the position of the Member-at-large upon resignation or termination.
- 8. After the organizational meeting of Council each year, the members of the Municipal Planning Commission shall elect one of themselves as chairperson, 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 _____, 2025

Read a second time this _____ day of _____, 2025

Presented for Consideration for a third and final reading this _____ day of _____, 2025

Read a third and final time this _____ day of _____, 2025

MUNICIPALITY OF THE VILLAGE OF BARONS

MAYOR

ADMINISTRATOR

Village of Barons
THE MONTH December, 2024
2024 Monthly Statement Ending: December 31, 2024

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$6,982.88	
General Administrative		\$18,166.58
Council		\$1,742.76
Fire Hall		\$1,276.14
Bylaw Enforcement		\$3,634.24
Shop		\$3,020.39
Roads and Streets		\$3,962.16
Water/Sewer/Garbage	\$12,529.24	\$24,178.95
Green Acres Requisition		
Recreation Facilities/Parks		\$247.13
Casual Wages/STEP		\$3,402.96
Legal		
Telus Rental		
Chinook Arch		
Requisition - School		\$14,289.72
Bulk Water		
Auditor		
Xplornet	\$600.00	
Carwash		
Insurance		\$27,210.37
ORRSC		
FortisAlberta Franchise	\$1,043.51	
Assessor		
MPC		\$380.00
Sewer Lift Project	\$180,047.89	\$217,913.76
Grants		
ATCO Gas Franchise Fee	\$1,316.84	
Tree Trimming		
Treated Water - Nobleford		\$5,832.64
Total	\$202,520.36	\$325,257.80
Bank Balance - as of December 31, 2024		\$123,026.53
Outstanding Cheques (as of December 31, 2024)		\$2,800.73
GIC		\$330,048.68
2024 Taxes Owing		\$46,730.23

Outstanding Taxes - Prior to 2024	\$6,917.33
Total Outstanding Taxes	\$53,647.56

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
Title:	FCSS Community Needs Assessment
Agenda Item Number:	11(a)

BACKGROUND/PROPOSAL:

FCSS is undertaking a Community Needs Assessment across the Barons-Eureka-Warner service area in conjunction with the Prentice Institute at the University of Lethbridge. This is to assess community assets and services as a prevention strategy against social challenges. They have requested that the Elected Officials from all member communities participate in this assessment so they have the best data to analyze and provide a report to FCSS and all member Municipalities on. The Prentice Institute has requested that Council consider setting up an interview with them so they can engage with Council and hear their thoughts.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This project will help guide FCSS so they can adequately meet the needs of the communities they serve now and, into the future.

COSTS/SOURCE OF FUNDING (if applicable):

There is no cost associated with the Village's participation in an interview or focus group.

RECOMMENDED ACTION:

1. Council consider participating in a collective focus group interview with the Prentice Institute to engage in the process.

Initials show support –

Reviewed By: CAO: Jen Durell

2. Council consider participating in individual interviews with the Prentice Institute to engage in the process.
3. Council decline to participate in the project.

ENCLOSURES: Letter from Prentice Institute requesting participation.

Memorandum of Understanding

BETWEEN

Lethbridge County (the "County")

AND

Town of Coaldale, Town of Coalhurst, Town of Nobleford, Town of Picture Butte, and Village of Barons (collectively, the "Urbans")

RE: Extension of the Recreation Funding Memorandum of Agreement

WHEREAS

1. The parties entered into a Recreation Funding Memorandum of Agreement (the "Agreement") on August 23, 2021, which is set to expire on December 31, 2024.
2. The Agreement provides for equitable cost-sharing arrangements for municipal recreation and culture services offered by the Urbans to residents of the County.
3. The parties recognize the importance of maintaining continuous collaboration and funding for recreation and cultural services to benefit all residents within the Region.
4. The parties wish to extend the Agreement for an additional year to December 31, 2025, under the existing terms and conditions, except as modified herein.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **Extension of Term** The term of the Agreement is hereby extended from January 1, 2025, to December 31, 2025. All references in the Agreement to the term's expiration shall now mean December 31, 2025.
2. **Funding for 2025** The County agrees to provide funding for the 2025 calendar year in the amount of \$450,000, distributed among the Urbans based on the formulas and principles outlined in Appendix B of the original Agreement.
3. **Review of Agreement** The parties agree to meet no later than April 30, 2025, to review the terms and conditions of the Agreement and develop recommendations to the respective Councils regarding long-term strategic direction for recreation and cultural services.
4. **General Provisions** a. Except as expressly provided in this Memorandum of Understanding, all terms and conditions of the original Agreement remain in full force and effect.

b. This Memorandum of Understanding is binding upon and inures to the benefit of the parties and their respective successors and assigns.

c. Any amendments to this Memorandum of Understanding must be made in writing and signed by all parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the dates written below.

For Lethbridge County:

Name: _____ Title: _____ Date: _____

For the Town of Coaldale:

Name: _____ Title: _____ Date: _____

For the Town of Coalhurst:

Name: _____ Title: _____ Date: _____

For the Town of Nobleford:

Name: _____ Title: _____ Date: _____

For the Town of Picture Butte:

Name: _____ Title: _____ Date: _____

For the Village of Barons:

Name: _____ Title: _____ Date: _____

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
Title:	ORRSC Development Support and Processing Proposal
Agenda Item Number:	11(b)

BACKGROUND/PROPOSAL:

ORRSC had polled its members regarding providing support for municipal development officers, as they have received multiple requests to do so from their members. The initial expression of interest that was sent to all member municipalities was overwhelmingly positive which prompted ORRSC to develop a plan forward for this initiative. The ORRSC executive committee has confirmed their support for this service, provided that it be fully funded through participating members.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This would provide the Village with a more in-depth processes and procedures surrounding our development applications, compliance letters, and other development related tasks. We would benefit from the increase in service level, knowledge base, and time saved by contracting the work to ORRSC and removing it “off the side of the desk” of Administration, as presently Administration is also the Development Officer for the Village.

COSTS/SOURCE OF FUNDING (if applicable):

The Village would fall into the lowest funding tier – Tier 1 as presented. This comes with an annual fee of \$3,600.00 or \$300.00/month. This can be captured in the budget and funded using our LGFF Operating grant funds.

RECOMMENDED ACTION:

Initials show support –

Reviewed By: CAO: Jen Durell

1. Council consider supporting this proposal, confirming the Village's interest in this proposal, and providing written feedback to ORRSC regarding the proposal.
2. Council consider confirming the Village's interest and supporting this proposal without providing any feedback.
3. Council rescind our interest in this service and decline to partake.

ENCLOSURES: Development Support and Processing Proposal

Development Support and Processing

DECEMBER 2024



Objective

To develop a specific position within ORRSC to assist interested Members with the processing and support of development-related duties, such as permits, compliance letters and advice, to help alleviate this specific type of work on our Members and Planning Staff.

Goals

- Provide Development Support and Processing to interested ORRSC Member Municipalities.
- Ensure the service is fully funded by the participating Members, as directed by the Executive Committee.
- Alleviate the development processing workload on Members and Planning Staff.

Background

Historically, Planning Staff at the Oldman River Regional Services Commission have assisted in fulfilling the role of Development Officer, or other related and similar duties, as a way to support our Members when required.

In recent years, ORRSC has experienced an increase in the number of Members inquiring about our availability to provide development support services, such as processing permits and compliance letters. Many of these inquiries have stemmed from a variety of circumstances such as municipalities whose Chief Administrative Office dually fulfilled the role of CAO and Development Officer and those who are seeking permanent or temporary coverage for a Development Officer due to changes of staff. Unfortunately, in our attempt to assist our members, we have reached a point where the day-to-day tasks associated with development processing have begun to overwhelm Planning Staff and have had a negative impact on our ability to complete projects and provide our members with their regular planning services.

In July 2024 Administration circulated an Expression of Interest to our Members inquiring about who may be interested in this service. In response, those interested were asked to complete a survey to provide us with additional information such as annual permit numbers and interested level of support. In August, Administration received correspondence from 20 Members, and 18 completed surveys.

Over the last three months, Administration has been working through the data, developing a proposal outlining the duties, responsibilities, and associated costs. **In addition, Administration has shared this proposed service with our Executive Committee who have confirmed their support for the position so long as it is fully funded by the Members participating in the service as it would not be funded through the Operating Budget.**

Proposal

Level of Service

Our intent with this service is to provide our interested Members with access to a staff member to provide development processing and advice services to the Municipality and their ratepayers.

We wish to make it clear that this position would not be designated as your appointed Municipal Development Officer, but instead would provide services regarding the processing of documents which are reviewed and approved of by the Municipality.

Please see **Schedule A** for a list of Roles, Duties and Responsibilities for both the participating Member and the ORRSC Development Support and Processing position.

Virtual Attendance

In order for this service to be offered across our Member Municipalities, we have limited this position to being virtual, unless agreed upon by the position, the ORRSC Chief Administrative Officer and Municipal Chief Administrative Officer. If the position is required to attend a meeting in person, associated costs would be at the Members' expense.

Therefore, participating Members will need to provide virtual attendance capability for any required attendance, such as Development Authority meetings.

Streamline of Service

Our intent with this position would be to streamline services in participating Members by developing new systems to ensure consistency in processing; Municipalities may be required to update necessary forms and documentation.

Project Review

Because this is a new service opportunity, an annual review of the costs and services would be required to ensure we are meeting the needs of the participating Members and ORRSC.

Projected Timeline

DECEMBER 2024 – Initial Proposal (*Current*)

JANUARY 2025 – Proposal Feedback & Responses

FEBRUARY 2025 – Follow-Up Proposal

MARCH 2025 – Project Viability Determined

Tiered Cost System

Due to the diverse needs and sizes of our interested Members, we have determined that developing a Tiered-Cost Breakdown would be the best approach. We used the data provided to us through the survey and determined the median value given by each Municipality for Permits and Compliance Letters. After reviewing the data determined a 6 Tier System:

Tier	Total Number of Permits/Compliance Letters	Annual Cost	Monthly Cost
TIER 1	0 – 10	\$3,600.00	\$300.00
TIER 2	11 – 20	\$7,200.00	\$600.00
TIER 3	21-30	\$10,800.00	\$900.00
TIER 4	31-40	\$14,400.00	\$1,200.00
TIER 5	41-50	\$21,600.00	\$1,800.00
TIER 6	51+	Please contact our office to discuss this service further if your Municipality requires more than 50 Permits and/or Letters of Compliance per year.	

We encourage Members who are interested in this service to review their statistics to determine if the Tier we have assigned accurately reflects their workload. If a Member goes over their allotted number of Permits and/or Letters of Compliance additional fees will be incurred at the participating Members expense.

These values are based on the current number of Members that are interested in this service. These fees will change based on the feedback received and the number of municipalities who wish to participate in this program. Therefore, the more participating members the lower the cost.

Next Steps

We ask that you please provide your written feedback and re-confirm your interest in this service by **Thursday, January 30, 2025**.

After reviewing the feedback and number of interested parties in this service, we will be providing a revised proposal, February 2025, for the remaining interested Member' for further review, and to re-confirm their level of interest based on the changes. Please be advised that if you do not communicate your further interest in this program a second proposal will not be provide to you.

By the end of March 2025, we hope to have a clear picture on whether this program has enough interest and support to initiate.

- **If Successful** – We will begin drafting agreements/contracts with interested municipalities, advertising the position, etc.
- **If Unsuccessful** – We will work with our members to develop a training plan to return all development processing related work back to the municipality.

Should you have any questions regarding this proposal and proposed service, please email admin@orrsc.com.

Schedule A – Roles, Duties, and Responsibilities

Municipality	ORRSC - Development Processing and Support
<u>Receipt of Application</u> • Receive application and supporting documents from applicants • Ensure minimum requirements for applications and support documents are included • Receive applicable fee from applicant • Email application and support documents to ORRSC DO Processor • Receive additional fees if required based on direction received from ORRSC DO Processor	<u>Receipt of Application</u> • Receive application from Municipality • Review application for discrepancies or errors • Contact applicant for clarifications, additional documents, issues/concerns, etc.
<u>Processing</u> • Deliver notifications as required by ORRSC DO Processor, such as adjacent landowners, deemed complete, etc. • Verification of Municipal Addresses for Adjacent Landowners • Any required advertisements as required in your Municipal development process	<u>Processing</u> • Review application for completeness and send notification to municipality for delivery as determined by the ORRSC DO Processor. • Prepare notice for adjacent landowners if required • Prepare adjacent landowners and mailing information for review by Municipality • Circulate applications as required • Keep municipality up to date with application, if required
<u>Agenda Creation for MPC</u> • Post Public Meeting Information • Prepare MPC Agenda with ORRSC DO Processor reports and supporting documents	<u>Agenda Creation for MPC</u> • Prepare reports and support documents for MPC Agenda
<u>MPC Meetings</u> • Attend and advise in MPC Meetings • Take MPC Meeting Minutes •	<u>MPC Meetings</u> • Attend and advise in MPC Meetings virtually, if required

<u>Issue of Decision</u> • Sign completed correspondence and Notice of Decision • Send copy of signed correspondence and Notice to Applicant • Post Permit for public in accordance with Land Use Bylaw, if approved	<u>Issue of Decision</u> • Draft correspondence and Notice of Decision • Send completed permit to Municipality for Signing
<u>Permit Follow-Up and Enforcement</u> • Ensure compliance with permit conditions	<u>Permit Follow-Up and Enforcement</u> • Provide advice of permit compliance, when requested
<u>Compliance Letters</u> • Receive request for Compliance Letters • Receive applicable fees for Compliance Letter • Forward request for Compliance Letter and supporting documents to ORRSC DO Processor • Sign and deliver completed Compliance Letter	<u>Compliance Letters</u> • Prepare Compliance Letter • Contact applicant or municipality for clarifications, additional documents, issues/concerns, etc. • Send completed Compliance Letter to Municipality for signing
<u>Subdivision and Development Appeals</u> • Attend and advise in Subdivision and Development Appeal hearings	<u>Subdivision and Development Appeals</u> • Coordinate with municipality to provide processing documentation to Board Clerk. • Submit a written report, if required • Attend hearing in person, if required
<u>Other Duties</u> • All other duties not assigned to the ORRSC DO Processor • Sign all development related documents on behalf of the Municipality • Site Inspections	<u>Other Duties</u> • Assist the public with inquiries regarding development

Village of Barons

Policy

Reference: Council Meeting	Adopted By: Resolution	Number: 079
Prepared By: Jen Durell	Date: January 7, 2025	Supersedes:

TITLE: VIOLENCE PREVENTION POLICY AND VIOLENCE PREVENTION PROCEDURES PLAN

POLICY STATEMENT:

The Village of Barons is committed to:

- creating and sustaining a vibrant, healthy, safe and caring work environment, free from violence, bullying and harassment.
- ensuring that employees at Village of Barons have a work environment that is free of violence, bullying or harassment of any kind, whether it arises from another employee or any other person visiting the workplace, or interacting with other employees, village volunteers, contractors, or members of the public.
- ensuring violence prevention practices are established to create and maintain a respectful and safe work environment, free from violence.
- complying with the Occupational Health & Safety Act of Alberta.

DEFINITIONS:

Workplace means:

- “Workplace” means a place where an employee is, or may be, conducting work on behalf of the Village, including work-based social gatherings.

Workplace harassment means:

- Engaging in a course of vexatious comments or conduct against a worker in a workplace that is known, or ought reasonably to be known, to be unwelcome.
- This includes unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It includes behaviour that intimidates, isolates or discriminates against the targeted individual.

Workplace violence means:

- The exercise or attempt of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker,
- A threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

PRINCIPLES:

This policy applies to the following people and places:

1. People:

- Village of Barons employees;
- Contractors providing service for or to the Village of Barons;
- Suppliers delivering material to the Village of Barons;
- Village of Barons volunteers or workplace experience students
- Members of Council; and
- Members of the public.

2 Places:

- Village of Barons buildings, facilities, sites, offices or work environments;
- Locations visited by employees while traveling on Village of Barons-related business;
- Conferences, meetings, vendor/supplier or customer sites; and
- Locations of work-based social gatherings.

3 Everyone listed in Section 1 will adhere to this policy and not subject any other person or property to threats, bullying, harassment and/or violence.

4 All parties including management, employees and elected officials should be prepared to actively work together to address the issue of workplace violence, harassment and bullying.

5 Any threat or incident of bullying/harassment or violent act made against an employee or by an employee or against Village of Barons property will be dealt with as a serious issue and appropriate action will be taken.

6 As an employer, The Village of Barons has a duty to:

- warn and protect staff, contractors and the public when there is an issue, or potential issue, of violence, bullying or harassment in the workplace;
- investigate reported incidents of violence in an objective and timely manner;
- take necessary action when violence has occurred or is likely to occur; and
- provide support for employees that fall victim to violence in the workplace.
- Maintain confidentiality of personal information of those involved.

7 No action shall be taken against an employee for reporting an incident, as it is their right, unless the employee knowingly makes a false or bad faith complaint or knowingly makes a

false or misleading statement in which case the employee may be subject to disciplinary action.

INVESTIGATING AND RESPONDING TO WORKPLACE VIOLENCE, HARASSMENT OR BULLYING

- 1 All reported incidents of workplace violence or harassment will be promptly investigated by the CAO
- 2 If underlying causes of an incident are identified during an investigation, recommendations may be provided for immediate preventative action.
- 3 The Village of Barons will advise an employee who, as a victim of workplace violence, harassment or bullying may be experiencing adverse symptoms as a result of the violent act that they should consider consulting with a health professional. Services are also available from the Village of Barons's Employee & Assistance Program (EAP) provider, free of charge.

CONSEQUENCES OF NON-COMPLIANCE

- 1 Employees failing to adhere to the items contained in this policy will be subject to appropriate disciplinary action.

Appropriate action will depend on the circumstances of the incident and may range from, but not be limited to, warnings and suspensions, up to and including dismissal. Incidents may also be referred to the RCMP for investigation.
- 2 Contractors, suppliers, volunteers, and members of the public are expected to adhere to this policy. If violence, bullying and/or harassment occurs, the Village of Barons will take appropriate action to ensure a safe workplace. This could include discontinuing business with individuals or organizations, issuing Trespass Notices or referring the matter to the RCMP.

HARASSMENT AND VIOLENCE REPORTING PROCEDURE REPORTING HARASSMENT AND VIOLENCE

In order to ensure unwanted harassing and violent behaviour is stopped and not repeated, the following steps should be followed if an employee believes they have been subjected to harassment or if an employee has observed such behavior.

1. Any employee who feels they have been harassed, bullied or threatened with violence are encouraged whenever possible, if they feel safe to do so, to resolve problems informally and where necessary, to request the CAO to assist in this process.
2. The Complainant should keep a written record of the incident or incidents including such information as dates, times, witnesses, and what happened.

3. Employees are encouraged, if safe to do so, to advise the Respondent that the behaviour is unwelcome and unwanted, describe the behaviour that is making them uncomfortable and ask them to stop. If this is too intimidating or inappropriate, or if the attempt to stop the offending behaviour is unsuccessful, the Complainant may seek the advice of the CAO
4. If the perceived harassment or violence persists, the Complainant should report the incident(s) to the CAO or their immediate supervisor.
5. Complaints can be made in written form (email, letter, etc.).

INVESTIGATING A HARASSMENT AND VIOLENCE COMPLAINT

6. The CAO will be responsible to ensure that this procedure is followed as set out in a fair and consistent manner. The Mayor or designate will be involved in the event that the incident involves the CAO will be one of the following
7. It is recognized that there may be circumstances when it is inappropriate for the CAO to act in this capacity for a specific complaint due to conflict of interest. A conflict of interest exists when there is clear and convincing evidence that the CAO has a personal or professional interest in the outcome or resolution of the complaint. If, at the outset, the Complainant or Respondent believes the CAO to be in a conflict of interest situation, they shall advise the Mayor or the designate.
8. Should the complaint name a member of Village of Barons Council, the matter will be handled in accordance with the Council Code of Conduct bylaw.
9. During the initial meeting between the CAO and the worker Complainant, the CAO will outline the details of the Workplace Violence & Harassment Policy and the process for resolving complaints. Resources such as the Employee & Assistance Plan (EAP) will be offered to the Complainant should they be experiencing any adverse symptoms as a result of the incident.
10. Village of Barons has an obligation to provide a workplace free of harassment and violence. Should a Complainant decide not to submit a formal written complaint, CAO may decide after a preliminary assessment that an investigation is needed. The decision to move forward with an investigation without a formal written complaint will be discussed with the Complainant prior to actioning to ensure the individual(s) is fully aware of the process and to provide an opportunity to clarify any previous statements made.
11. If the Complainant wishes to pursue the resolution of the complaint, a preliminary assessment will take place and the CAO will:
 - Interview the Complainant to obtain all factual information including dates, times, and what happened from the Complainants point of view, the name of the Respondent, and

the names of any witnesses.

- Obtain a written complaint from the Complainant in which the details of the allegations are clearly described. Should the Complainant decide to report verbally, the individual who it was reported to will assist in documenting the statement.
 - determine whether the complaint fits with one or more definitions of harassment, bullying or violence as defined in the Workplace Violence & Harassment Policy. This is prima facie (based on first impression; accepted as correct until proved otherwise) determination only and does not constitute a finding about the merits of the complaint or the facts alleged.
12. The CAO will advise the Complainant of the determination within two (2) working days of the initial meeting with the Complainant.
13. If at any time the CAO believes that the personal or psychological safety of the Complainant or the Respondent are at risk, appropriate measures will be taken to protect the person, pending the outcome of an investigation and/or the resolution of the complaint. Such measures may involve the temporary relocation of one of the parties. The Complainant will not be relocated without their consent. Where temporary relocation is inappropriate or not possible, arrangements may be made for one of the parties to be placed on a leave of absence with pay until the complaint has been resolved. This leave is not disciplinary in nature.
14. Should the complaint fit within the definition of violence, bullying or harassment then further investigation is necessary and will include but not limited to:
- The CAO may appoint an Investigator in lieu of performing it themselves.
 - Written notification from the CAO will be given to the Complainant(s) and the Respondent(s) informing them of the investigation and next steps.
 - The CAO will interview the Complainant(s), Respondent(s), and any person(s) involved in the incident and any identified witnesses.
 - The CAO will interview any other person(s) who may have knowledge of the incident.
 - The Investigator will review any supporting evidence (emails, voicemails, social media, etc.).
 - The CAO will submit a written report on the findings from the investigation.
 - In the opinion of the CAO, whether harassment as defined in the Workplace Violence, Bullying & Harassment Policy or in relevant legislation has occurred or not.
 - The reasons for this opinion.
 - Recommendations, where appropriate, regarding the creation of an effective and safe working environment, one that is free of harassment.

15. The CAO will review the report and will determine the appropriate remedy.
16. The Complainant(s) and Respondent(s) shall be notified of the outcome of the investigation and remedy is executed.

RESOLUTION

17. Any Village of Barons employee who is found in contravention of the Workplace Violence, Bullying & Harassment Policy may be subject to disciplinary action(s). Each violation of this policy will be assessed individually, and corrective actions may include but not limited to:
 - An apology from the Respondent(s) to Complainant(s)
 - Mandatory education and training
 - Verbal or written reprimand
 - Suspension without pay
 - Termination of employment with just cause

APPEALS

18. Individuals who are dissatisfied with the outcome of the formal investigation may submit a written appeal, within 6 weeks of the completion of the report, directly to the CAO, who will review and render their decision in writing. It is also employees right to file a complaint with the Alberta Human Rights Commission and/or Alberta Occupational Health & Safety.

WITHDRAWAL OF COMPLAINTS

19. The Complainant may withdraw the complaint at any time by notifying the CAO in writing.
20. Once sent for investigation, the Village of Barons will respond to the concerns raised. The Village of Barons may need to proceed with an investigation even when the Complainant no longer chooses to participate in the process. In this case, the Village of Barons will pursue the matter without a Complainant and the Complainant will become a witness to the investigation. In this case, the Complainant will still be informed of the results of the investigation and advised to the extent possible, of actions taken, if any, to address the findings of the investigation and prevent recurrence of the incident.
21. When a complaint is withdrawn prior to a determination being made of the validity of the Complainant's case, the Respondent, if they believe the complaint was vexatious or frivolous, has the right to initiate a complaint under the Workplace Violence Bullying & Harassment Policy and these Procedures in order to have an opportunity to present their case.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Policy #079 - Workplace Harassment, Bullying, and Violence Policy and Procedures
Agenda Item Number:	11(c)

BACKGROUND/PROPOSAL:

As part of the ongoing Harassment policies review, we are required under Occupational Health and Safety Code #390(1) to adopt a Violence prevention plan, which includes a violence prevention policy and violence prevention procedures.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This will bring us into compliance under the Occupational Health and Safety Code.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

That Council adopt Policy #079 as presented.

ENCLOSURES:

1. Policy #079 – Workplace Harassment, Bullying and Violence Policy and Procedures

Initials show support –

Reviewed By: CAO: Jen Durell

Village of Barons

Policy

Reference: Council Meeting	Adopted By: Resolution	Number: 080
Prepared By: Jen Durell	Date: January 7, 2025	Supersedes:

TITLE: CUSTOMER CODE OF CONDUCT

POLICY STATEMENT:

The Village of Barons is committed to serving the community by providing fair, consistent and accessible service to members of the public while attending a Village Facility, Program or while being provided with a Village Service. The Village of Barons is also committed to its employees by providing a safe working environment. On occasion, members of the public may make unreasonable demands or act in an inappropriate manner, such as harassing or by being threatening.

Employees are expected to treat all members of the public with respect and dignity regardless of the members of the public's behaviour.

PURPOSE

The purpose of this policy is to contribute to the Village of Barons' commitment to service excellence and good governance by addressing all requests and complaints equitably and efficiently, while acknowledging that there may be a need to protect staff from inappropriate behaviour.

Members of the public, visitors to Village Facilities, Program(s) or individuals conducting business with the Village shall refrain from inappropriate behaviour towards employees, elected officials and any person acting on behalf of the Village of Barons. If inappropriate behaviour occurs, the Village will take appropriate action to ensure a respectful workplace.

From time to time, it may be necessary for the Village of Barons to restrict or amend the way we allow an individual member of the public to communicate with us or how we communicate with them. This may be at the individual member of the public's request, or the Village may also choose to restrict an individual member of the public's contact.

If the Village determines, based on the member of the public's previous contact with the Village, it is no longer appropriate for them to communicate with the Village or the Village's employees in the same way as other members of the public this policy comes into effect.

Where a member of the public continues to behave unreasonably or in an inappropriate manner for a prolonged period of time, or it has been deemed that the behaviour is severe, the following policy outlines the necessary steps for restricting the form and manner of contact with the Village.

DEFINITIONS

“Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Village of Barons.

“Member of the public” is any individual other than an employee as defined in this policy.

“Designate” a person chosen to officially do a particular job (e.g. CAO designates someone to carry out CAO duties while away.)

“Employee” is any person employed by the Village which includes and is not limited to any person employed in the capacity of a full-time, part-time, casual, term, seasonal, summer, contracted position or volunteer of the Village of Barons.

“Facility” is a building, structure, parks, playgrounds, tennis courts, and ball diamonds or area whether indoors or not that is operated by the Village.

“Inappropriate Behaviour” includes but is not limited to:

- "Non-Compliance" refers to the deliberate disregard or violation of the established guidelines or rules governing the use of Village property or facilities, as outlined at each respective location.
- “Harassment” is any single incident or repeated incidents of objectional, inappropriate, or unwelcome conduct, comment bullying, unwelcome joking or display, action, or gesture by a person that the person knows or ought reasonably to know will or would cause offence, humiliation, or intimidation to another person, or adversely affects the other person’s mental and/or physical health and safety.
- “Hostile” is showing strong dislike, behaving unfriendly or aggressive.
- “Threatening” is having a hostile or deliberately frightening quality or manner, showing an intention to cause bodily harm or causing someone to feel vulnerable or at risk.

“Program” is an activity, event, course, or class organized and operated in any of the Village’s facilities,

“Property” means lands, premises, road allowances, parks, playgrounds, tennis courts, ball diamonds or other grounds associated with buildings owned, leased, or otherwise controlled by the Village as well as any vehicles including the Village’s equipment.

“Village” is the corporation of the Village of Barons.

Examples of what might be considered inappropriate behaviour are provided below. The list is not exhaustive, nor does a singular action set out below necessitate the application of this policy.

- Entering restricted areas or loitering in non-permitted zones of a Village facility without proper authorization, leading to potential safety concerns or disruption to others.
- Interfering with work by the Public Works.
- Residents not respecting barriers around worksites.
- Willfully causing damage or vandalism to Village property or equipment or engaging in theft or attempted theft of Village property.
- Using Village equipment or facilities for personal use without permission, or ignoring posted safety guidelines, such as bypassing security measures.
- Failing to adhere to established procedures for the use or maintenance of Village facilities, including improper disposal of waste or unauthorized alterations to equipment.
- Engaging in behaviour that creates a hostile environment for others using the facilities, such as verbal abuse, physical altercations, or disrupting scheduled activities by refusing to follow staff instructions or interfering with the activities of others.
- Complaints concerning an issue which staff have already investigated and determined to be groundless.
- Complaints concerning an issue which is substantially similar to an issue which staff have already investigated and determined to be groundless (e.g. with respect to the same neighbour or same property).
- Unreasonable conduct which is abusive of the complaints process including, but not limited to:
 - harassing, verbally abusing or otherwise seeking to intimidate staff dealing with a complaint;
 - excessive or multiple lines of enquiry regarding the same issue (e.g. pursuing a complaint with staff in multiple Village departments and/or an elected official simultaneously) while a complaint is in the process of being investigated;
 - repeatedly challenging the findings of a complaint investigation, complaining about the outcome and/or denying that an adequate response has been given;
 - refusing to accept that an issue falls outside the scope of the Village's jurisdiction;
 - making unreasonable demands on staff by, for example, insisting on responses to complaints and enquiries within an unreasonable time-frame;
 - making statements or providing representations that the subject person knows or ought to know are incorrect, or persuading others to do so;
 - demanding special treatment from staff by, for example, not following the normal chain of command and immediately demanding to speak to a supervisor;
 - using new complaints to resurrect issues which were investigated and completed in previous complaints;

- changing the basis of the complaint as the investigation progress and/or denying statements made at an earlier stage;
- refusing to co-operate with the investigation process while still wanting the complaint to be resolved;
- failing to clearly identify the precise issues of the complaint, despite reasonable efforts of staff to obtain clarification of the concerns; or
- providing false or misleading information.

PROCESS

The Village of Barons's approach to managing members of the public inappropriate behaviour is to follow a four-stage process.

Anonymous complaints as they are difficult, if not impossible, to assess or investigate will not be dealt with through this policy.

Stage 1 "Warning": Members of the public displaying inappropriate behaviour (action, comment or joke that is offensive) will be warned politely by the Village representative they are dealing with. It is important to let the individual know exactly what behaviour has offended you.

This initial response is intended to notify the offender that their actions are inappropriate and give the individual an opportunity to change the offensive behaviour.

Stage 2 "The Single Point of Contact": If the inappropriate behaviour continues, Village of Barons may adopt a "single point of contact" approach. This does not restrict the way the member of the public can deal with Village of Barons but restricts contact to one Village employee. The single point of contact should be the CAO. This appointed contact is responsible for managing future contact with the Village of Barons. It is important to note that a record of incidents shall be documented and include the following: date, times, locations, possible witnesses, what happened, your response, etc.

Stage 3 "Restricted Contact Channels": If the member of the public, even when dealing with their single point contact, continues to display inappropriate behaviour, their contact channels may then be restricted further. For example: only dealing via email, telephone or in person. These decisions will be made by CAO with consultation with Council. It is important to note that the Village's restriction on an individual's contact enables Village of Barons to deal with them efficiently and effectively; however, it may not be permanent. If a member of the public subjected to this procedure alters their behaviour, there is no reason why they should continue to be limited to a single point of contact.

Stage 4 "Public Ban"

If a member of the public continues to display inappropriate or disruptive behaviour despite the

previous stages of intervention, a public ban may be implemented. This stage involves restricting the individual from accessing certain Village facilities, programs or conducting business with the Village of Barons. When advancing to Stage 4, the individual member of the public should receive formal written notice detailing the reasons for the ban, specific location(s) or facilities affected, the duration of the ban and any other conditions of the restriction.

The CAO is responsible for issuing and communicating the notice, ensuring transparency and proper documentation of the process.

When a member of the public passes from one stage to another, they should receive confirmation of their status accompanied by an explanation. Notice should be provided in writing by the CAO. It is possible for a member of the public to progress from Stage 1 directly to any other Stage if the Village of Barons deems it appropriate to protect its staff warrants the immediate restriction of their contact channels.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Policy #080 – Customer Code of Conduct
Agenda Item Number:	11(d)

BACKGROUND/PROPOSAL:

Administration was tasked with creating a safety policy for staff and the Public outlining procedures for Staff when engaging in activities that may pose a hazard to residents who refuse to vacate a designated work area. This policy was to implement guidelines for communication, escalation, and documentation to ensure the safety of both staff and residents. While the majority of staff related activities are covered under current Village OH&S policies, there is no policies governing the conduct of the Public, nor any guidelines for same.

This is following the implementation of similar policies by Municipalities such as:

- Town of Devon
- City of Lethbridge
- City of Edmonton

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This will ensure that there is a clear definition of conduct which is acceptable and unacceptable, as well as implementing guidelines for reporting and documenting incidents of unacceptable conduct. This will serve to protect the Staff of the Village, Vendors/Contractors of the Village, as well as residents.

COSTS/SOURCE OF FUNDING (if applicable):

Initials show support –

Reviewed By: CAO: Jen Durell

None

RECOMMENDED ACTION:

That Council adopt Policy #079 as presented.

ENCLOSURES:

1. Policy #079 – Workplace Harassment, Bullying and Violence Policy and Procedures

Village of Barons

Policy

Reference: Council Meeting	Adopted By: Resolution	Number: 081
Prepared By: Jen Durell	Date: January 7, 2025	Supersedes:

TITLE: COUNCIL AND ADMINISTRATION COMMUNICATION FRAMEWORK

POLICY PURPOSE: To establish a communication standard between Council and Administration and to identify organizational tools that will support effective and efficient decision-making processes while fostering a respectful working atmosphere.

POLICY STATEMENT: This policy sets out parameters for Council and Administration to enhance the understanding of their respective roles and responsibilities and to create a framework for communication between one another as established by this policy.

DEFINITIONS

- “Administration” means CAO of the Village of Barons;
- “Village of Barons” means the municipality of the Village of Barons having jurisdiction under the Municipal Government Act and other applicable legislation;
- “Council” means the duly elected Council members of the Village of Barons;
- “Councillor” means is a duly elected member of Council under the Municipal Government Act to represent the Village of Barons who continues to hold office;
- “CAO” means the person appointed by Council to the position of Chief Administrative Office under the Municipal Government Act for the Village of Barons or designate;
- “Designate” means the person authorized by the CAO to conduct the duties and functions of the assigned to the CAO;
- “Staff” means all employees of the Village of Barons

POLICY GUIDELINES

1. Council and Administration acknowledge that:
 - Council is the political and policy making body for the Village of Barons;
 - Council has one employee – the CAO;
 - CAO performs the administrative and operational roles;
 - The Municipal Government Act identifies specific roles and responsibilities of Council, Councillors and the CAO;
 - The legal responsibilities, functions and powers of Council and Administration are both inter-dependent and inter-related; and

- Council and Administration will always treat one another with respect and dignity.
2. Councillors recognize the complexities and volume of operational tasks and activities of Administration, and therefore shall:
- Provide direction to Administration through policies, bylaws and resolutions of Council, clearly defining required actions;
 - Provide timely direction and allow sufficient time for Administration to obtain relevant data and compile information on a subject matter for budget or decision-making purposes;
 - Bringing forward all municipal matters that are not addressed in an existing policy or bylaw as these arise to Council by submitting a request to the CAO to possibly add the topic to a Council agenda as per the Village of Baron's Procedural Bylaw;
 - Channel all communications with regards to a municipal matter through the CAO, with the exception of information that would readily be available to the public, the Mayor and the CAO shall be notified of all such requests;
 - Channel any staff performance issues to the CAO as concerns arise;
 - Refer all requests from residents for service or information to the CAO;
3. Administration shall assist Council in meeting their strategic priorities, policies, and programs, and provide professional advice while recognizing the value of Councillors' local/community knowledge, and therefore shall:
- Communicate without delay all external correspondence directed to a Councillor or to Council as a whole and CAO;
 - Communicate all information requested by a Councillor to Council as a whole and CAO;
 - Provide all Council with the same information, showing no favoritism for certain Council members over others.
 - Bring forward all municipal matters that are not addressed in an existing policy to Council as these arise through a Request for Decision;
 - Channel all communication to Council through the CAO, particularly if the matter is outside of existing policy or budget;
 - Commit to inter-departmental communication, promoting effective and efficient operations; and
 - Advise the CAO when a Councillor's request for information and/or action may create an impact on performance/workload.
4. To foster the organizational success, the following tools may be used (but are not limited to):
- CAO reports to Council;
 - Quarterly financial and any monthly capital project progress reports to Council;

- Request for Decision format with well researched information and options for Council to pursue/consider;

5. The CAO shall:

- Coordinate actions and responses to be taken by Administration and Staff to Verbal and written communications received from external sources and coordinate these with Council as appropriate; and
- Be responsible for monitoring compliance with this policy by Administration and Staff.
- Let Council be aware that, in the CAO's opinion, Council is not in compliance with its own policies on Governance Process or Council-Management and its relationship, particularly in the case of Council behaviour that is detrimental to the work relationship between Council and the CAO.

6. The Mayor, or Deputy Mayor in his/her absence, shall:

- Coordinate action and response to be taken by Council to verbal and written communications received from external sources and coordinate these with the CAO as appropriate; and
- Be responsible for monitoring compliance with this Policy by Councillors.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
 Title:	 Policy #081 - Council and Administration Communication Framework
 Agenda Item Number:	 11(e)

BACKGROUND/PROPOSAL:

Administration was tasked with creating a policy outlining communication and support to Council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This will clearly define the roles and responsibilities of both Administration and Council, and provide a framework for how both Council and Administration communicate.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

That Council adopt Policy #081 as presented.

ENCLOSURES:

1. Policy #081 – Council and Administration Communication Framework

Initials show support –

Reviewed By: CAO: Jen Durell

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer
 Title:	 Lethbridge County Recreation Funding Memorandum of Understanding
Agenda Item Number:	11(f)

BACKGROUND/PROPOSAL:

The Village had signed an agreement with Lethbridge County in 2021 whereby they would provide the Village with unconditional funding for recreation and culture services, with the understanding that County residents utilize our facilities and the County should have some buy in. This agreement has since expired as of December 31, 2024.

We are working towards a new agreement with Lethbridge County and the other “Urbans” (Coaldale, Coalhurst, Picture Butte, and Nobleford), but for the interim, collectively we suggested that we sign a Memorandum of Understanding (MOU) whereby we hold the 2024 funding level for the 2025 calendar year while negotiating this new recreation funding agreement.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This MOU will allow us time to negotiate a new agreement while still providing for recreation funding from the County.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

That Council agree to sign the Memorandum of Understanding as presented.

Initials show support –

Reviewed By: CAO: Jen Durell

ENCLOSURES:

- Lethbridge County Recreation Funding Memorandum of Understanding



Prevention Priorities and Municipal Action in Southern Alberta

University of Alberta Ethics ID: Pro00141131

Subject: Invitation to Participate in Research Study: Prevention Priorities and Municipal Action in Southern Alberta

Dear Jen Durell,

We are seeking representatives of elected officials (i.e., mayors, council members) within the Barons-Eureka-Warner (BEW) Family & Community Support Services (FCSS) region to participate in an interview. The goal of this project is to help the 16 municipalities in the BEW FCSS region make smart choices about where they invest in community resources and services to tackle social issues before they escalate. This project endeavors to significantly improve regional municipal service delivery by:

- Assessing the strengths and gaps of current community assets in the BEW Region,
- Understanding the current and emerging wellbeing needs within the region (including provincial prevention priorities – see Item 5), and
- Providing information that can be used for planning collaborative municipal and regional asset and services management by the 16 communities and BEW FCSS.

This project will collect data from the following municipalities:

- County of Warner (including the hamlets); Village of Coutts; Town of Raymond; Village of Stirling; Town of Milk River; and Village of Warner.
- Lethbridge County (including the hamlets); Village of Barons; Town of Coaldale; Town of Coalhurst; Town of Nobleford; and Town of Picture Butte.
- M.D. of Taber (including the hamlets); Village of Barnwell; Town of Taber; and Town of Vauxhall.

The Community Needs Assessment will focus on the causes of social challenges related to the province's priorities, and whether communities in the region have the services they need to proactively address these challenges. The Community Needs Assessment will be aligned with the Government of Alberta's provincial prevention priorities: homelessness and housing insecurity; mental health and addictions; employment; family and sexual violence across the lifespan; and aging well in community.

Should you agree to participate, you will be asked questions by the research team regarding these community needs and explore social issues, asset utilization, and service gaps within your community. You may also find that there are no direct benefits to participating. However, by participating, your opinions and suggestions on community needs could potentially lead to improved services and support systems which in turn can drive change and enhance overall community well-being in the long term.

Your participation in this interview is voluntary, and all responses will be kept confidential. Interviews can be booked online or in person for approximately 60-90 minutes and will be conducted by 2-3 research assistants from the Prentice Institute for Global Population and Economy. Please note that in-person interviews will take place at your location, and we will contact you once you have chosen the interview time.

If you have any questions or concerns, please contact Dr. Lars Hallstrom (lars.hallstrom@uleth.ca), Dr. Alexander Darku (alexander.darku@uleth.ca), Taylor Manns (taylor.manns@uleth.ca), Sydney Whiting (sydney.whiting@uleth.ca), or Bhawana Pradhan (bhawana.pradhan@uleth.ca).

This research is part of an ongoing research partnership between the Prentice Institute for Global Population and Economy and the BEW region, working to provide each municipality with a clear picture of its strengths and areas for improvement, fostering collaborative efforts to enhance community well-being.

Sincerely,

The Research Team at the Prentice Institute

This project was approved according to the University of Lethbridge's ethics policy. If you have any questions regarding your rights as a research participant, you may contact the University of Alberta Research Ethics Office at reoffice@ualberta.ca or 780-492-2615 and quote Ethics ID Pro00141131. This office is independent of the study investigators.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	January 14, 2025
Originated By:	Jen Durell, Chief Administrative Officer

Title:	Administrators Vacation Request
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Agenda Item Number:	11(g)
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BACKGROUND/PROPOSAL:

Administration is requesting the week of February 17 – 24, 2025 for Vacation Time.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Administration is entitled to 4 weeks vacation per calendar year.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

- That Council approve the Vacation Request from Administration.

ENCLOSURES:

None

Initials show support –

Reviewed By: CAO: Jen Durell