

1.0 Call to Order by County Manager

2.0 Chief Elected Official - Reeve and Oath of Office

3.0 Deputy Chief Elected Official - Deputy Reeve and Oath of Office

4.0 Council Appointments – Committees, Boards, Commissions

[See Schedule A](#)

- 4.1** Agricultural Service Board
- 4.2** Agricultural Service Board Chairman
- 4.3** Athabasca Watershed Council
- 4.4** Barrhead & Area Regional Crime Coalition
- 4.5** Barrhead & District Agricultural Society
- 4.6** Barrhead & District Family and Community Support Services Society
- 4.7** Barrhead & District Social Housing Association
- 4.8** Barrhead Attraction & Retention Committee
- 4.9** Barrhead District Seed Cleaning Co-op Ltd.
- 4.10** Barrhead Fire Services Committee
- 4.11** Barrhead Regional Airport Committee
- 4.12** Barrhead Regional Landfill Committee
- 4.13** Barrhead Regional Water Commission
- 4.14** Community Futures Yellowhead East Corporation
- 4.15** Economic & Community Development Committee
- 4.16** Emergency Management Committee
- 4.17** GROWTH Alberta (Grizzly Regional Economic Development Alliance)
- 4.18** ICF Committee – Town of Barrhead
- 4.19** ICF Committee – Woodlands County
- 4.20** ICF Committee – Sturgeon County
- 4.21** ICF Committee – LSAC
- 4.22** ICF Committee – Westlock County
- 4.23** Library – Barrhead Library Board (Intermunicipal Library Board with Town of Barrhead)
- 4.24** Library - Yellowhead Regional Library Board
- 4.25** Misty Ridge Ski Club
- 4.26** Municipal Planning Commission
- 4.27** Policy Review Committee
- 4.28** Public Relations Committee
- 4.29** Regional Administration Building Committee (With Pembina Hills School Division)
- 4.30** Town of Barrhead Twinning Committee

Vision: 'To Foster a Strong, Healthy and Proud Rural Community'
Mission: 'Provide Good Governance and Sustainable Services to Enhance our Municipality'

5.0 ACTION ITEMS:

5.1 COUNCIL CODE OF CONDUCT – REVIEW AND REAFFIRM COMMITMENT

Administration recommends that:

- Council review Bylaw No. 3-2017 Council Code of Conduct
- All members of Council subscribe to the Annual Statement of Commitment to the Council Code of Conduct.

[Schedule B](#)

5.2 RESPECTFUL WORKPLACE POLICY HR-003

Administration recommends that Council receive Respectful Workplace Policy HR-003 for information.

[Schedule C](#)

5.3 ESTABLISH DATES AND TIMES OF 2023 REGULAR COUNCIL MEETINGS

Administration recommends that:

- Council cancel March 21 and November 7, 2023 regularly scheduled Council meetings due to conflict with the RMA Conventions.
- Council consider cancellation of the regularly scheduled Council meeting that falls on January 3, 2023 and a regular Council meeting during the summer of 2023.

[Schedule D](#)

5.4 Destruction of Ballots

6.0 ADJOURNMENT



COUNCIL APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS

(Council Organizational Meeting - October 18, 2022 – 9:00 a.m.)

(Section 192, MGA, RSA 2000)

as at Oct 17, 2022

A

		2021/2022	2022/2023
1.	Chief Elected Officer - Reeve <ul style="list-style-type: none"> Section 150(2) Municipal Government Act (MGA). RSA 2000 Council is required to appoint a Reeve from among the Councillors. 	<ul style="list-style-type: none"> Drozd 	<ul style="list-style-type: none">
2.	Deputy Chief Elected Officer - Deputy Reeve <ul style="list-style-type: none"> Section 152(1) MGA, RSA 2000 Council is required to appoint a Councillor as Deputy Reeve. Council Resolution (October 21, 2014) set the term of Deputy Reeve to 1 year. 	<ul style="list-style-type: none"> Schatz 	<ul style="list-style-type: none">
3.	Agricultural Service Board <ul style="list-style-type: none"> Section 3(1) Agricultural Service Board Act, RSA 2000 Council established an ASB. Bylaw 6-2019 requires that a <u>maximum of 3 Members of Council & 4 Public Members</u> from the County of Barrhead who are familiar with agricultural concerns and issues be appointed to the ASB by resolution of Council at the Annual Organizational Meeting. Under the ASB Act, duties of the Board are: <ul style="list-style-type: none"> (a) act as an advisory body and assist the Council and the Minister of Agriculture; (b) advise on and help organize and direct weed and pest control and soil and water conservation programs; (c) assist in control of animal disease under the <i>Animal Health Act</i>; (d) promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and (e) promote and develop agricultural policies to meet the needs of the County. ASB meets in the morning on the 2nd Tuesday of each month. 	1. Schatz 2. Stoik 3. Preugschas <u>Members at Large</u> 4. Uwe Quedenbaum 5. Ken Anderson 6. Lorrie Jespersen 7. Valerie Ehrenholz (Exp.12/31/2022)	1. 2. 3. <u>Members at Large</u> 4. 5. 6. 7. (Exp.12/31/2023)
4.	Agricultural Service Board – Chairman & Vice Chairman <ul style="list-style-type: none"> Section 3(2) Agricultural Service Board Act, RSA 2000 legislates that the Council is to determine the Chair and Vice-Chair of the ASB. Bylaw No. 6-2019 directs that the Chairman shall be appointed annually by resolution of Council at the Organizational Meeting of Council. Vice-Chair shall be elected annually by the Board, at the 1st meeting of the Board following the Organizational Meeting of Council. 	<u>Chairman</u> <ul style="list-style-type: none"> Preugschas <u>Vice Chair</u> <ul style="list-style-type: none"> Lorrie Jespersen 	<u>Chairman</u> <ul style="list-style-type: none"> <u>Vice Chair</u> <ul style="list-style-type: none">
5.	Agricultural Pests Appeal Committee <ul style="list-style-type: none"> Section 14 of the Agricultural Pests Act, RSA 2000 requires that Council establish, at the <u>beginning of each calendar year</u>, a committee to hear and determine appeals under Section 14 of the <i>Agricultural Pests Act</i>, RSA 2000. Policy No. 62.17 directs that the Committee shall be comprised of <u>5 Public Members</u>, to be appointed by resolution of Council as soon as practical <u>at the beginning of each calendar year</u>, for a term to expire at the end of that calendar year. 	<u>Members</u> 1. Valerie Ehrenholz 2. Brian Geis 3. Jim Greilach 4. Richard R. Mueller 5. Wayne Visser (Exp. 12/ 31/2022)	<u>Members</u>
6.	Assessment Review Boards – Refer to CRASC (Capital Region Assessment Services Commission) Agreement 2022 to December 31, 2024 <ul style="list-style-type: none"> MGA, Part 11, Division 1 Establishment & Function of ARB 		
7.	Athabasca Watershed Council <ul style="list-style-type: none"> County's representative attends general meetings of AWC and should the representative wish to stand for appointment to the Board of Directors of the AWC, additional Council authorization would be required 	<ul style="list-style-type: none"> Preugschas <u>Alternate</u> <ul style="list-style-type: none"> Properzi 	<ul style="list-style-type: none"> <u>Alternate</u> <ul style="list-style-type: none">
8.	Barrhead & Area Regional Crime Coalition (BARCC) <ul style="list-style-type: none"> 1 Member from each - County of Barrhead, Town of Barrhead, Woodlands County, 	<ul style="list-style-type: none"> Kleinfeldt <u>Alternate</u>	<ul style="list-style-type: none"> <u>Alternate</u>



COUNCIL APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS

(Council Organizational Meeting - October 18, 2022 – 9:00 a.m.)

(Section 192, MGA, RSA 2000)

as at Oct 17, 2022

		2021/2022	2022/2023
	Barrhead RCMP Detachment and BDRCWA • Members appointed annually by respective Council and may appoint an alternate	• Drozd	•
9.	Barrhead & District Agricultural Society • Council, in previous years, have appointed <u>1 Council Member & 1 Alternate Council Member</u> . • Regular meetings are held in the evening, 4 th Tuesday of each month. • County rates are paid to attend regular monthly meetings. • Volunteer hours may be requested by the organization (not paid)	• Lane <u>Alternate</u> • Preugschas	• <u>Alternate</u> •
10.	Barrhead & District Family & Community Support Services Society • Society Bylaws - Council <u>may</u> appoint a <u>maximum of 2</u> Members of Council to the FCSS Society Executive Board. • Regular Board meetings are held at 9:30 a.m. on the 3 rd Thursday of each month. • If appointed to Finance Committee, it meets at 9:00 am prior to regular board meeting. • Meetings may conflict with Community Futures Yellowhead East Corporation meetings. • County rates are paid to attend Board meetings. • Volunteer hours may be requested by the organization (not paid)	• Properzi • Lane	• •
11.	Barrhead & District Social Housing Association • Ministerial Order No. H:011/2003 – Effective June 30, 2003 (Amending Ministerial Order No. H:056/95) Effective March 1, 1995 • County of Barrhead, as a member of the Barrhead & District Social Housing Association (<i>BDSHA</i>), is required to appoint <u>1 Member of Council</u> to the Association's governing board. • <i>BDSHA</i> meetings were historically held on the 3 rd Wednesday of each month for a half day, commencing at 11:00 a.m. (to be confirmed) • <i>BDSHA</i> meeting compensation and mileage amounts are paid to the County and the County rates are paid to the County Council representative.	• Lane	•
12.	Barrhead Attraction & Retention Committee • New committee formed in 2018 to build a sustainable system for medical professionals' attraction and retention in the community • Requested community representatives including 1 member from the County of Barrhead • Monthly (generally 2nd Tuesday; 4:00 pm) or at the call of the chair • County rates are paid to attend regular meetings. • Volunteer hours may be requested by the organization (not paid)	• Preugschas	•
13.	Barrhead District Seed Cleaning Co-op Ltd. • Pursuant to the Articles of Incorporation Council has appointed <u>2 Members of Council</u> who are bona fide farmers as Directors. • Meetings are held 8:00 am, 3 rd Wednesday of each month with the meeting at harvest normally cancelled. • Seed Plant meeting compensation and mileage amounts are paid to the County and the County rates are paid to the County Council representative.	• Schatz • Stoik	• •



COUNCIL APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS

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(Section 192, MGA, RSA 2000)

as at Oct 17, 2022

		2021/2022	2022/2023
14.	Barrhead Fire Services Committee <ul style="list-style-type: none"> • Barrhead Regional Fire Services Agreement effective January 1, 2017 between the Town of Barrhead and County of Barrhead for providing regional fire protection services to the municipalities requires <u>2 Members of Council and 1 Public Member</u> to be appointed from each of the Town and the County. • County rates are paid to both the elected and non-elected members appointed by the County. • Includes the Barrhead Emergency Response Centre Building • Meetings are expected quarterly or at the call of the chair 	<u>Elected:</u> <ul style="list-style-type: none"> • Schatz • Lane <u>Non-Elected:</u> <ul style="list-style-type: none"> • Ivan Kusal (Exp. 12/31/2022) • Town – Les Goertz (Exp. 12/31/2022) <u>Alternate</u> <ul style="list-style-type: none"> • Kleinfeldt 	<u>Elected:</u> <ul style="list-style-type: none"> • • <u>Non-Elected:</u> <ul style="list-style-type: none"> • • <u>Alternate</u> <ul style="list-style-type: none"> •
15.	Barrhead Johnson Airport Committee <ul style="list-style-type: none"> • Bylaw No. 2-2012 requires appointment of a <u>maximum of 2 Members of Council</u> from each of the County and Town of Barrhead; and a <u>maximum of 2 Public Members</u> who are leaseholders of a hangar plot at the Barrhead Johnson Airport. • Term of appointment is set for 1 year. • Meetings are typically evening meetings and at the call of chair 	<ul style="list-style-type: none"> • Schatz (County) • Lane (County) • McKenzie (Town) <u>Public Members to Dec 31, 2022</u> <ul style="list-style-type: none"> • Wade Evans • Shawn Stephani 	<ul style="list-style-type: none"> • • • <u>Public Members to Dec 31, 2023</u> <ul style="list-style-type: none"> • •
16.	Barrhead Regional Landfill Committee <ul style="list-style-type: none"> • Bylaw No. 3-94 between the Town of Barrhead and County of Barrhead requires <u>2 Council Members, OR non-Council members (Administration)</u> to be appointed to work with the appointed like representation from the Town of Barrhead to maintain, control and manage the Regional Waste Management Facility located in Part SW 3-60-4-W5. • Meetings are held 2-3 times per year, usually for 1 hr during the lunch period. 	<ul style="list-style-type: none"> • Lane • Stoik <u>Admin. Support:</u> <ul style="list-style-type: none"> • Deb or Tamara • Ken or Travis 	<ul style="list-style-type: none"> • •
17.	Barrhead Regional Water Commission <ul style="list-style-type: none"> • Province of Alberta Order in Council #295/2011, dated July 13, 2011, created Barrhead Regional Water Commission Regulation #295/2011 which established a regional services commission - Barrhead Regional Water Commission (BRWC). • Municipal members of BRWC are County of Barrhead and Town of Barrhead. • BRWC Bylaw No. 1 requires <u>appointment of 2 Council Members</u> from each of the County and the Town. • Current Bylaw does not allow for the appointment of Alternates • BRWC shall appoint Directors at Large each year at the organizational meeting of the Commission. Names of individuals can be submitted by Member communities prior to the Commission's annual organizational meeting. • County rates are paid to Council representatives. BRWC pays non-elected representatives at rates established by the Commission. • Generally, meets quarterly or at the call of the chair 	<u>Directors</u> <ol style="list-style-type: none"> 1. Drozd 2. Kleinfeldt 3. McKenzie (Town) 4. Smith (Town) <u>Directors At Large:</u> <ol style="list-style-type: none"> 5. Darrell Troock 6. Gerry St. Pierre 	<u>Directors</u> <ol style="list-style-type: none"> 1. 2. 3. 4. <u>Directors At Large:</u> <ol style="list-style-type: none"> 5. 6.



COUNCIL APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS

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		2021/2022	2022/2023
18.	Community Futures Yellowhead East Corporation <ul style="list-style-type: none"> • Article of Association, 2015 requires each member to <u>appoint 1 designate & 1 alternate</u> to serve on the Board of Directors. • Maximum term is 8 years. • Vision is to promote and assist in the economic development, diversification and stabilization of the Yellowhead East region. • Meetings are monthly commencing at 1 p.m., on the 3rd Thursday in Whitecourt. • Meetings may conflict with Barrhead & District Family & Community Support Services Society meetings. • CFYE meeting compensation and mileage amounts are paid to the County and the County rates are paid to the County Council representative. 	<ul style="list-style-type: none"> • Schatz <u>Alternate</u> • Preugschas 	<ul style="list-style-type: none"> • <u>Alternate</u> •
19.	Economic & Community Development Committee <ul style="list-style-type: none"> • Bylaw No. 10-2010 requires <u>appointment of 3 Members of Council and 2 Public Members</u>. • Expectation is to meet a minimum of 5 times per year 	<ul style="list-style-type: none"> • Kleinfeldt • Preugschas • Lane <u>Non-Elected</u> • Colleen Stein • Annette Driessen 	<ul style="list-style-type: none"> • • • <u>Non-Elected</u> • •
20.	Emergency Advisory Committee <ul style="list-style-type: none"> • Bylaw No. 2-2022 automatically appoints all Members of Council to this committee. • No annual appointments are necessary. 	All Members of Council appointed by Bylaw No. 2-2022	
21.	GROWTH Alberta (Grizzly Regional Economic Development Alliance) <ul style="list-style-type: none"> • Society Bylaw requires the <u>appointment of 1 Council Member and 1 Council Member as an alternate</u>. • Current Society members are County of Barrhead, Woodlands County, Lac Ste Anne County, Town of Swan Hills, Town of Mayerthorpe. • Board Meetings are normally held the 4th Monday of each month in the various member communities on a rotating basis (to be reviewed) • County rates are paid for regular meetings. 	<ul style="list-style-type: none"> • Preugschas <u>Alternate</u> • Lane 	<ul style="list-style-type: none"> • <u>Alternate</u> •
22.	Intermunicipal Collaboration Framework (ICF) Committees <ul style="list-style-type: none"> • Bylaw 1-2020 - Town of Barrhead – 3 elected officials • Bylaw 3-2020 - Woodlands County – 3 elected officials • Bylaw 5-2020 - Sturgeon County – 3 elected officials • Bylaw 3-2021 - Lac Ste Anne County – 2 elected officials • Bylaw 4-2021 - Westlock County – 2 elected officials 	Drozd Kleinfeldt Lane Drozd Schatz Preugschas Drozd Lane Preugschas Drozd Lane Properzi Kleinfeldt	



COUNCIL APPOINTMENTS TO COMMITTEES/BOARDS/COMMISSIONS

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		2021/2022	2022/2023
23.	Library – Barrhead Library Board <ul style="list-style-type: none"> Bylaw 3-2012 authorized County of Barrhead to enter into an agreement with the Town of Barrhead for establishment of an Intermunicipal Library Board, to be known as the Barrhead Library Board. Agreement includes management and operation of the Barrhead Public Library and Neerlandia Public Library be delegated to the Barrhead Library Board. Minister of Municipal Affairs, 2012 established the Barrhead Library Board under Section 12.2(3) of the Libraries Act. Requires appointment of 1 Member of Council from each of the County and the Town, and 7 Public Members. <ul style="list-style-type: none"> Public Members, 1 of which must be from Neerlandia Library Society, are recommended by the Board and ratified by each municipality for a term of 3 years. Board normally meets monthly on the 3rd Tuesday (except for the months of July and August) commencing at 5:00 p.m. for approximately 2 hours. County rates are paid to County Council representative to attend regular and committee meetings. Historically, the Council Member appointed to the Barrhead Library Board is also appointed to the Yellowhead Regional Library (YRL) Board. Libraries Act does not allow appointment of alternates on municipal library board 	<ul style="list-style-type: none"> Kleinfeldt <u>Members at Large</u> <ol style="list-style-type: none"> Susan McLaren (Exp 12/31/2022) Sandra Olthuis (Neerlandia Library Society) (Exp 12/31/2022) Jane Kusal (Exp 12/31/2022) Ruth Bohn (Exp 12/31/2022) Terri Flemmer (Exp 12/31/2024) Marlene Schmaus (Exp 12/31/2023) Stephan Bablitz (Exp 12/31/2023) 	<ul style="list-style-type: none"> <u>Members at Large</u> <ol style="list-style-type: none"> Terri Flemmer (Exp 12/31/2024) Marlene Schmaus (Exp 12/31/2023) Stephan Bablitz (Exp 12/31/2023)
24.	Library - Yellowhead Regional Library (YRL) Board <ul style="list-style-type: none"> Resolution of Council February 7, 2012 authorized membership in the Master Membership Agreement for Yellowhead Regional Library established pursuant to the Libraries Act. Requires the appointment of 1 Member of Council with consideration for the appointment of 1 Member of Council as an Alternate. Board of Directors meets quarterly during the day with meetings held in Spruce Grove County rates are paid to the County Council representative. 	<ul style="list-style-type: none"> Kleinfeldt <u>Alternate</u> <ul style="list-style-type: none"> Lane 	<ul style="list-style-type: none"> <u>Alternate</u> <ul style="list-style-type: none">
Recommended that the Council representative for this Committee be the same representative as appointed to the Barrhead Library Board (above).			
25.	Misty Ridge Ski Club <ul style="list-style-type: none"> Agreement (September 15, 1998) between Misty Ridge Ski Club and County of Barrhead for the operation of the ski club on County owned and leased property. Requires the appointment of 1 Member of Council, 1 alternate Meetings are held 2-3 times per year in the evening. County rates are paid to the Council representative to attend regular meetings. Volunteer hours may be requested by the organization (not paid) 	<ul style="list-style-type: none"> Lane <u>Alternate</u> <ul style="list-style-type: none"> Stoik 	<ul style="list-style-type: none"> <u>Alternate</u> <ul style="list-style-type: none">
26.	Municipal Planning Commission (MPC) <ul style="list-style-type: none"> Bylaw No. 22-95 requires the appointment of 7 Members of Council. No annual appointments are required to be made by Council. 	All Members of Council appointed by By-Law No. 22-95	
27.	Policy Review Committee <ul style="list-style-type: none"> Bylaw No. 4-2013 requires the appointment of 3 Members of Council and consideration to appoint 1 Member of Council as an Alternate To review policies as required and make recommendations to Council. Meets quarterly or at call of chair 	<ul style="list-style-type: none"> Kleinfeldt Schatz Preugschas <u>Alternate</u> <ul style="list-style-type: none"> Lane 	<ul style="list-style-type: none"> <u>Alternate</u> <ul style="list-style-type: none">
28.	Public Relations Committee <ul style="list-style-type: none"> 1 Member of Council is to be appointed to work with Administration in organizing 	<ul style="list-style-type: none"> Preugschas 	<ul style="list-style-type: none">



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	the County Social and Recognition Evening and other public relations duties as they arise.		
29.	Regional Administration Building Committee <ul style="list-style-type: none"> • September 19, 2006 Agreement between the County of Barrhead and the Board of Trustees of Pembina Hills Regional Division No. 7 requires the <u>appointment of 2 Members of Council</u>. • Meets annually to discuss matters relating to the building operations. • County rates are paid to appointed Council Members. 	<ul style="list-style-type: none"> • Kleinfeldt • Properzi 	<ul style="list-style-type: none"> • •
30.	Subdivision and Development Appeal Board (Intermunicipal Appeal Board with Town of Mayerthorpe) <ul style="list-style-type: none"> • Bylaw No. 1-2015 requires the appointment of eleven (11) members as follows: <ul style="list-style-type: none"> • Appointed by County of Barrhead No. 11: <ul style="list-style-type: none"> • 6 Non-Elected (4 rural and 2 urban) • Appointed by Town of Mayerthorpe: <ul style="list-style-type: none"> • 4 Non-Elected and 1 Elected 	<u>RURAL</u> <ul style="list-style-type: none"> • Charles Clow • Helmut Ehrenholz • Kerry McElroy • Dale Kluin <u>URBAN</u> <ul style="list-style-type: none"> • Wilfred Ruhl • Ivan Kusal <i>(Exp. 12/31/2022)</i>	<u>RURAL</u> <ul style="list-style-type: none"> • • • • <u>URBAN</u> <ul style="list-style-type: none"> • •
31.	Barrhead & District Twinning Committee <ul style="list-style-type: none"> • Invitation from the Town of Barrhead requesting the <u>appointment of 1 Member of Council</u> from each of the Town, the County, Chamber of Commerce, Pembina Hills Regional Division and 3 Public Members. • Meetings are held at the call of the Chair. • County rates are paid to the County Council representative. • Volunteer hours may be requested by the organization (not paid) 	<ul style="list-style-type: none"> • Preugschas <u>Alternate</u> <ul style="list-style-type: none"> • Properzi 	<ul style="list-style-type: none"> • <u>Alternate</u> <ul style="list-style-type: none"> •
32.	Weed Control Appeal Panel <ul style="list-style-type: none"> • Weed Control Act, RSA 2000 requires Council to establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices. • Policy No. 62.16 requires the appointment of 5 Public Members. • County rates are paid. 	<u>Members</u> <ul style="list-style-type: none"> • Valerie Ehrenholz • Brian Geis • Jim Greilach • Richard R. Mueller • Wayne Visser <i>(Exp. 12/31/2022)</i>	<u>Members</u>



REQUEST FOR DECISION

OCTOBER 18, 2022

B

TO: COUNCIL

RE: COUNCIL CODE OF CONDUCT – REVIEW AND REAFFIRM COMMITMENT

ISSUE:

Bylaw No. 3-2017 requires that annually at each Organizational meeting of Council, Councillors shall subscribe to the “Statement of Commitment to the Council Code of Conduct” and that the Bylaw is reviewed by Council.

BACKGROUND:

- September 5, 2017 – Council passed the Council Code of Conduct Bylaw No. 3-2017.
- Section 8(1), Commitment & Procedures – Councillors shall, upon assuming office and annually each year thereafter at the organizational meeting of Council,
 - a) be provided with a copy of this Bylaw (attached), and
 - b) subscribe to the “Statement of Commitment to the Council Code of Conduct” in the form prescribed in Schedule “A” (of the bylaw), as an acknowledgement that the Councillor has read and supports the Council Code of Conduct herein described.
- Section 12, Bylaw No. 3-2017 Review Date – Council Code of Conduct shall be reviewed annually at the organizational meeting of Council.

ANALYSIS:

- Council may discuss changes to Bylaw No. 3-2017 at the Organizational meeting as indicated in the Bylaw itself; however, any changes proposed to the Bylaw should be recommended to Council for consideration during a regularly scheduled Council meeting.
- The following is a list of the various sections of the Council Code of Conduct:

Section	Description	Section	Description
1	Short Title	8	Commitment & Procedures
2	Purpose	9	Complaint Process
3	Definitions	10	Sanctions
4	Responsibilities & Values	11	Dispute Resolution
5	Conflict of Interest Avoidance	12	Review Date
6	Confidential Information	13	Severability
7	During Municipal Election Periods		

- Each Councillor subscribes to the Annual Statement of Commitment which is witnessed by the Reeve.
- Reeve's Statement of Commitment is witnessed by the Deputy Reeve.

STRATEGIC ALIGNMENT:

PILLAR 4: GOVERNANCE & LEADERSHIP

GOAL 2 - County demonstrates an open and accountable government

ADMINISTRATION RECOMMENDS THAT:

- Council review and discuss Bylaw No. 3-2017 Council Code of Conduct
- All members of Council subscribe to the Annual Statement of Commitment to the Council Code of Conduct.



COUNTY OF BARRHEAD NO. 11

PROVINCE OF ALBERTA

BYLAW NO. 3-2017

Council Code of Conduct Bylaw

Page 1 of 11

A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT GOVERNING THE CONDUCT OF COUNCILLORS.

WHEREAS, the *Municipal Government Act* requires Council to establish, by bylaw, a Code of Conduct for Councilors; and

WHEREAS, the Council of the County of Barrhead No. 11 considers it necessary and wishes to provide for the establishment of a set of principles and standards for members of Council that reflect the values of the County and guides them in performing their duties and responsibilities as elected officials.

NOW THEREFORE, under the authority of the *Municipal Government Act, Revised Statutes of Alberta 2000, and amendments thereto*, the Council of the County of Barrhead No. 11, in the Province of Alberta, duly assembled, enacts as follows:

1. SHORT TITLE

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

2. PURPOSE

The purpose of this bylaw is to establish rules for all members of Council to conduct themselves in a professional, courteous and ethical manner that promotes and maintains public confidence in Council’s ability to perform their functions with integrity.

3. DEFINITIONS

In this bylaw,

- a) “CAO” means Chief Administrative Officer within the meaning of the *MGA* and is the person appointed to the position by resolution of Council.
- b) “Contractor” means an individual or firm or other entity that is engaged by the County to provide a service to the County on a fee for services basis.
- c) “Council” means all members of Council including the Reeve and Councillors duly elected and holding office in the County of Barrhead No. 11.
- d) “Councillor” means a member of the Council of the County duly elected under the *Local Authorities Election Act*, who continues to hold office.
- e) “Confidential Information” includes but is not limited to:
 - i) information in the possession of the County that the County is either prohibited from disclosing or is required to refuse to disclose or exercises its discretion to refuse to disclose under the *FOIP Act*; or
 - ii) information concerning matters that are permitted to be discussed in an in-camera meeting pursuant to the *MGA*.
- f) “County” means the County of Barrhead No. 11 incorporated under the laws of Alberta.
- g) “County Property” means County employee time, financial and non-financial assets including but not limited to land, vehicles, equipment, material, paper or electronic documents, tools, electronic equipment, computers, internet services and intellectual property.
- h) “Employee” means an employee of the County of Barrhead No. 11.
- i) “FOIP” means *Freedom of Information and Protection of Privacy Act*.



COUNTY OF BARRHEAD NO. 11

PROVINCE OF ALBERTA

BY-LAW NO. 3-2017

Council Code of Conduct Bylaw

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- j) “In Camera” means a portion of a meeting of Council which is closed to the public in accordance with the *MGA* and *FOIP*.
- k) “*MGA*” means *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended.
- l) “Pecuniary Interest” means an interest in a matter that could monetarily affect a Councillor, or a member of their immediate family (spouse, children, parents or parents of spouse) or a business which employs the Councillor or in which the Councillor has an interest or as further set out in the *MGA*.
- m) “Reeve” means the Councillor appointed as the Chief Elected Official of the County pursuant to the *MGA*.

4. RESPONSIBILITIES AND VALUES

Councillors shall perform their duties and responsibilities as elected officials according to the following core values.

4(1) Integrity

To the best of their ability, Councillors:

- a) shall represent the official policies and positions of the Council. When presenting their personal opinions or positions, Councillors shall explicitly state that those opinions or positions do not represent the Council or County,
- b) will, when interacting with the public and the media, support decisions and resolutions of Council,
- c) will preserve the integrity and impartiality of Council, and
- d) will think independently and refrain from forming allegiances or factions within Council.

4(2) Serve the Public Interest

Councillors shall:

- a) work for the common good of the residents and taxpayers of the County and not for any private or personal interest,
- b) seek to serve the public interest by upholding the letter of the laws and policies established by the federal and provincial government as well as the policies and bylaws that Council imposes on itself, and
- c) inform themselves of public issues, listen attentively to public discussions before the Council, and make decisions based upon the merits and substance of the matter at hand.

4(3) Maintain Impartiality

Impartiality is a principle of justice, holding that decisions should be based on objective criteria, rather than based on bias, prejudice, or preferring the benefit to one person over another for improper reasons. Councillors shall:

- a) perform their duties of office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny,
- b) not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational responsibility or a personal relationship that would present a pecuniary interest under the *MGA*,



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- c) not place themselves under any financial obligation that may influence them in discharging their duties and responsibilities as Councillor, and
- d) consider all points of view and available information when making decisions.

4(4) Accountability

Councillors themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the County. Councillors must govern their conduct in accordance with the requirements and obligations as set out in the *MGA* or any other relevant provincial or federal legislation. In performing their duties, Councillors must abide by any Council policy, bylaw, process or rule of order established by Council. Councillors shall:

- a) commit to ethical and lawful conduct, including proper use of authority and appropriate decorum when acting as Councillors,
- b) not take action beyond the powers granted by the *MGA* without having the necessary authority from Council to do so,
- c) participate when appointed as a member of a committee, board, or a commission, and shall inform Council of the activities of that committee, board, or commission, and
- d) devote time, thought and attention to the duties of a Councillor in order to render effective and knowledgeable service.

4(5) Respectful Interactions with Others

The County promotes and expects respectful and responsible behaviors when interacting with each other, with employees, contractors, and with the public during the course of County business. Councillors shall:

- a) support the maintenance of a positive and constructive work environment for residents, businesses and County employees,
- b) refrain from abusive conduct, personal charges or verbal attacks upon the character or motive of other Councillors, boards, commissions, committees, employees, contractors, or the public,
- c) recognize and value diversity by refraining from behavior that discriminates against anyone on the basis of their race, ancestry, place of origin, color, citizenship, creed, gender, sexual orientation, age, record of offences, marital status, family status, disability, religious beliefs, or source of income, pursuant to the *Alberta Human Rights Act* as amended from time to time,
- d) be polite, courteous, and respectful of others at all times,
- e) treat others equitably and fairly,
- f) respect the democratic decision-making process,
- g) debate in a manner that is respectful, considerate and healthy and limit the debate to the topic that is directly related to the motion on the table,
- h) have the option to respectfully disagree with other Members of Council,
- i) present themselves in an attire, to a standard as agreed upon by Council, and consistent with the meeting or event, all while demonstrating professionalism, and
- j) refrain from the inappropriate use of cell phones or personal electronic devices during Council meetings.



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4(6) Respect for Separation of Roles of Council and Employees

Councillors shall at all times conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Employees. To effectively demonstrate respect for the separation of roles, Councillors shall:

- a) refrain from giving direction to any employee or contractor, with the exception of the CAO,
- b) ensure that direction provided to the CAO represents a position or decision of Council,
- c) convey all concerns or requests for action or information directly to the CAO, and where appropriate as agreed to by the CAO, provide a copy to a department head employee without committing the municipality to any specific course of action expenditure or use of municipal resources,
- d) not solicit, demand or accept the services of any employee or contractor,
- e) avoid situations in which a friendship, social relationship or social interaction with an employee may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO,
- f) not express any opinion on the performance of any employee with the exception of the CAO, nor advocate for the promotion, sanction, or termination of any employee. Comments or opinions regarding employees shall be directed to the CAO and the Reeve if necessary, and
- g) avoid negative public comments regarding County employees and their performance.

5 Conflict of Interest Avoidance

The Council Code of Conduct herein described addresses a broad range of topics under conflict of interest, including acceptance of gifts and other benefits and pecuniary interest within the meaning of the *MGA*.

5(1) Regulating Activities

Councillors shall not engage in any activity, financial or otherwise which is incompatible or inconsistent with the ethical discharge of official duties in the public interest. Activities that pose a real risk of conflict and shall be avoided by Councillors include, but are not limited to:

- a) use of influence of office for any purposes other than official duties,
- b) use of their position to obtain employment for themselves, family members or close associates,
- c) acting as an agent before Council or any committee, board or commission of Council,
- d) use of any information gained in the execution of office that is not available to the general public for any purpose other than for official duties,
- e) placing themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment,
- f) giving preferential treatment to any person or organization in which a Councillor has a financial interest,
- g) influencing any Employee or Council decision or decision-making process involving or affecting any person or organization in which a Councillor has a financial interest,



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- h) making unreasonable or unintended use of corporate materials, equipment, facilities or Employees for personal gain or for any private purpose,
- i) failing to disclose pecuniary interests as outlined in the *MGA*, or
- j) failing to disclose their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization.

5(2) Regulating Acceptance of Gifts

Members of Council shall not:

- a) take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general,
- b) solicit or accept a reward, gift or benefit of any kind, personally or through a family member or friend which is connected directly or indirectly with the performance or duties of office,
- c) accept gifts, favors or promises of future benefits that might compromise their independence of judgement or action or give the appearance of being compromised, nor
- d) accept invitations from a contractor, or potential contractor, to attend special events that may be viewed as creating an unreasonable level of access or indebtedness.

5(3) Exemptions to Acceptance of Gifts or Benefits

Examples of gifts or benefits that are recognized as exceptions and therefore may be accepted by Councillors are as follows:

- a) rewards, gifts or benefits not connected with the performance or duties of office,
- b) political contributions that are accepted in accordance with applicable law,
- c) reasonable quantities of food and beverages at banquets, receptions, ceremonies or similar events,
- d) services provided without compensation by persons volunteering their time,
- e) food, lodging, transportation and entertainment provided by other levels of government or by boards, committees or commissions, or conference, seminar or event organizer where the Councillor is either speaking or attending in an official capacity,
- f) reimbursement of reasonable expenses incurred in the performance of duties or office; token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service or for attending an event, or
- g) gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

5(4) Disclosure of Acceptance of Gifts or Benefits

Acceptance of any gift or benefit of a value greater than \$500.00 must be disclosed to Council at a duly convened meeting and shall be noted in the minutes.



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6 CONFIDENTIAL INFORMATION

6(1) Holding In-Camera Meetings

The *MGA* requires Council and Council committees to conduct County business in public with the exceptions to disclosure in the *FOIP Act*.

6(2) Treatment of Information Received in Confidence

In addition to the statutory duties set out in the *MGA* and *FOIP Act*, Councillors shall:

- a) hold in strict confidence all information concerning matters deemed confidential that was acquired by virtue of their office in oral, written or electronic form unless expressly authorized by Council or when required by law to do so,
- b) refrain from use of confidential information for personal or private gain, or for the gain of relatives or any person or corporation, and
- c) refrain from accessing or attempting to gain access to confidential information in the custody of the County unless it is necessary for the performance of their duties and not prohibited by Council policy, bylaw or prevailing legislation.

6(3) Release of Information to the Public or Media

- a) Councillors acknowledge that official information related to the decisions of Council will normally be communicated to the community and the media by:
 - i. Council as a whole,
 - ii. Reeve or by his/her designate, or
 - iii. CAO or by his/her designate.
- b) Expectations for treatment of confidential information, or the release of information, is the same for all channels of communication such as verbal, written and electronic including social media.

6(4) Obligations after leaving office

After leaving office, Councillors shall continue to keep confidential information acquired as a Councillor confidential until such time it is deemed to be public or is made public by the County.

7 DURING MUNICIPAL ELECTION PERIODS

To ensure that Councillors do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day and the date of the election, Councillors shall:

- a) refrain from using County property, equipment, supplies, services or other resources of the County for any election campaign or campaign related activities,
- b) only have access to County buildings or facilities for campaign related activities that are normally available for rental to the public and which have been arranged through the normal rental process,
- c) be prohibited from using the services of County employees for purposes related to the election during hours in which those County employees receive any compensation from the County,
- d) refrain from using County postage or other resources for mass mailings of any kind,



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- e) refrain from referring to themselves in campaign advertisements as Councillor or using County business cards or other County materials in which they are identified as Councillor,
- f) refrain from organizing activities in which Members of Council receive heightened access to the public that is beyond the normal business of the County, and
- g) strictly adhere to all of the rules that govern candidates in local elections as defined in the *Local Authorities Election Act* or any other legislation as it relates.

8 COMMITMENT & PROCEDURES

- 8(1) Councillors shall, upon assuming office and annually each year thereafter at the organizational meeting of Council,
 - a) be provided with a copy of this Bylaw, and
 - b) subscribe to the 'Statement of Commitment to the Council Code of Conduct' in the form prescribed in Schedule "A" attached hereto and forming part of this by-law, as an acknowledgment that the Councillor has read and supports the Council Code of Conduct herein described.
- 8(2) Councillors shall not assume that any unethical activities not covered by or specifically prohibited by the ethical guidelines of conduct herein described, or by any other legislation, are therefore condoned.
- 8(3) Councillors agree to uphold the intent of this Bylaw and to govern their actions accordingly.
- 8(4) Councillors shall cooperate in any investigation made pursuant to this Bylaw.
- 8(5) Councillors shall commit to disclosing to the appropriate authorities and/or to Council any behavior or activity of which they become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of this Bylaw or any other law.
- 8(6) Council shall deal with any such complaints regarding breaches of the Council Code of Conduct in accordance with the Complaint Process outlined in Section 9 herein and, if required, shall impose any such sanctions as outlined in Section 10 herein.
- 8(7) All discussions surrounding alleged and substantiated violations of this bylaw shall be conducted in an in-camera meeting of Council with the intent that discussion shall remain confidential under the appropriate sections of the *FOIP Act*.
- 8(8) A decision to take action or apply sanctions to an offending Councillor requires a resolution of Council passed with two-thirds (2/3) majority vote of the total number of Councillors, excluding the offending Councillor.
- 8(9) Any costs or inconvenience, legal or otherwise, arising from a breach or sanction imposed are solely at the cost of the offending Councillor.

9 COMPLAINT PROCESS

- 9(1) A complaint made under the Council Code of Conduct must be in writing and may be made either by:
 - a) a Councillor,
 - b) the CAO,
 - c) an employee, or
 - d) a member of the public.



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- 9(2) The CAO shall forward all complaints to Council in confidence including the Councillor about whom the complaint is made.
- 9(3) The Councillor who is the subject of the complaint is given the opportunity to provide Council with a written response to the complaint.
- 9(4) Upon receipt of a complaint, the Council shall meet “in-camera” excluding the Councillor concerned, and the Council in its sole discretion may decide:
- a) to take no further action on the complaint received, or
 - b) to further investigate the complaint and if so, the Council shall appoint an independent investigator to conduct the further investigation and all proceedings relating to the further investigation, including any meeting of Council, shall be ‘in-camera’.
- 9(5) If after receipt of the report of the independent investigator, the Council in its sole discretion may conclude:
- a) that the allegation of complaint is unfounded and that the Council take no further action on the complaint received, or
 - b) that the Councillor concerned may be disqualified from Council under the provisions of the MGA, and the Council may take any action pursuant to the *MGA*; or
 - c) that the Councillor concerned has breached the Council Code of Conduct, and in such case, the Council must in writing notify the Councillor concerned of its conclusion.
- 9(6) If Council concludes that the Councillor concerned is responsible for a breach of confidentiality, or a breach of any other provision of this Bylaw, Council may in its sole discretion decide that sanctions in accordance with this bylaw be imposed and the Council must provide notice of its conclusion in writing to the Councillor concerned.
- 9(7) Notwithstanding that this process is conducted ‘in-camera’, Council decisions are made in public pursuant to the *MGA*.
- 9(8) Notwithstanding these procedures, any member of Council, municipal employee or the public may make an allegation of breach of this Code of Conduct against a Council member directly to the Human Rights Commission, Municipal Affairs or the RCMP.

10 SANCTIONS

- 10(1) Councillors have a duty to help create a responsive, accessible, transparent and fair municipal government.
- 10(2) Councillors have a duty to question whether a Councillor is violating legislation, ethics or respectful behavior as set forth in this Bylaw.
- 10(3) Council will impose sanctions on a Councillor who is found to have breached any provision of the Council Code of Conduct, which may include, but not be limited to:
- a) Requiring the Councillor to provide a written and/or verbal apology to the impacted individual,
 - b) Directing the Reeve to provide either a verbal or written reprimand to the Councillor, or in the case where the Reeve is found to have breached the Code of Conduct, directing the Deputy Reeve to provide the verbal or written reprimand to the Reeve,



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- c) Removal of the Councillor from Council Committees, Commissions or appointments to boards,
 - d) Dismissal of the Councillor from a position of Reeve, Deputy Reeve or Chairperson of a Committee,
 - e) Restriction of the Councillor's access to County owned facilities except for Council or Committee meetings,
 - f) Restriction of the Councillor's access to electronic devices owned by the County,
 - g) Restriction of the Councillor's access to confidential communications or documents from the County,
 - h) Require the Councillor to undertake education or training on ethical and respectful conduct provided by a third party with the costs to be taken from the monies allocated in the annual budget for the respective electoral division of the County,
 - i) Council request for an inquiry under Part 14 of the *MGA*,
 - j) Council initiation of legal action under Part 5, Division 8 of the *MGA*, or
 - k) Any other sanction or action as determined by Council to restore the accountability of Council.
- 10(4) Any action taken by Council should include a time frame, together with a description of the remedial action expected.

11 DISPUTE RESOLUTION

Councillors will work to resolve conflict between one another using one or more of the following options:

- a) Councillors may first attempt to speak directly with the Councillor with whom they perceive to have a conflict or issue,
- b) Councillors may seek assistance from the Reeve, Deputy Reeve or CAO as appropriate. The Reeve, Deputy Reeve or CAO may facilitate dispute resolution by holding a meeting with those parties directly involved in the conflict or issue, or
- c) Councillors may document and submit the issue for discussion with the Council. Council shall consider the facts surrounding the conflict or issue, discuss the findings and make recommendations in an 'in-camera' meeting of Council. If required, a formal resolution on the recommendation can be made on the conflict or issue at a meeting of Council held in public.

12 REVIEW DATE

The Council Code of Conduct shall be reviewed annually at the organizational meeting of Council.

13 SEVERABILITY

Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason, all other provisions of this Bylaw remain valid and enforceable.



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This Bylaw shall come into full force and effect upon the passing of the third and final reading.

FIRST READING GIVEN the 15TH day of AUGUST, 2017.

SECOND READING GIVEN the 5TH day of SEPTEMBER, 2017.

THIRD READING GIVEN the 5TH day of SEPTEMBER, 2017.

ORIGINAL SIGNED

D. Drozd

Reeve

Seal

D. Oyarzun

County Manager



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**ANNUAL STATEMENT
OF COMMITMENT TO THE COUNCIL CODE OF CONDUCT
FOR COUNCILLORS OF
THE COUNTY OF BARRHEAD NO. 11**

I, _____, elected pursuant to the *Local Authorities Election Act* as Councillor for the Council of the County of Barrhead No. 11,

HEREBY DECLARE that I acknowledge and support the *Council Code of Conduct* as enacted by Bylaw of the County of Barrhead No. 11.

Signed this _____ day of _____. 20_____.

Signed by the said

(Signature)

In the presence of

(Witness) Reeve (or Deputy Reeve for Reeve's Statement)

TO: COUNCIL

RE: RESPECTFUL WORKPLACE POLICY HR-003

ISSUE:

County has a Respectful Workplace Policy derived from the *Alberta Human Rights Act* and *Alberta OH&S* which is provided to Council for information as was requested.

BACKGROUND:

- December 12, 2020 – Safety Coordinator started work on revisions to a DRAFT Violence, Harassment & Prevention Policy
 - Renamed to Respectful Workplace Policy
 - Reviewed by the Joint Workplace Health & Safety Committee, with several updates along the way to align with changes to the *OH&S Act*
 - Discussions at staff meetings, and safety toolbox meetings to obtain staff input, feedback and interpretation.
- September 26, 2021 – CAO shared final draft with all staff for implementation on October 1, 2022 pending any feedback received.
- October 1, 2021 - CAO approved a Respectful Workplace Policy for staff to address the requirements of the *OH&S Act* and align with the *Alberta Human Rights Act*.
- January 28, 2022 - Policy Committee reviewed the Respectful Workplace Policy and accepted for information.

ANALYSIS:

- Policy is intended to prevent harassment, violence and bullying in the workplace and to inform employees of their rights and obligations to achieve a respectful workplace.
- Policy also outlines the procedures for reporting and investigating complaints.
- Policy highlights the County's obligations as an employer under the *Alberta Human Rights Act* and *Alberta OH&S Act*. As an employer the County is committed to a respectful workplace that is free of harassment, violence and bullying and where all employees are treated fairly, understand the expectations of workplace behavior, including their rights and responsibilities.
- Elected officials are not directly governed by the Respectful Workplace Policy HR-003, as they are governed by their Council Code of Conduct Bylaw 3-2017 which addresses these same matters; however, as an employer they are required to respect this policy and uphold the *Alberta Human Rights Act* and *Alberta OH&S Act* from which this policy is derived.

ADMINISTRATION RECOMMENDS THAT:

Council receive Respectful Workplace Policy HR-003 for information.

Policy Title: Respectful Workplace

Policy Number: HR - 003

Functional Area: Human Resources

PURPOSE

To prevent harassment, violence and bullying in the workplace and to inform employees of their rights and obligations to achieve a respectful workplace.

This policy also establishes and communicates the procedures for reporting and investigating complaints.

POLICY STATEMENT

The County recognizes and respects its obligations under the *Alberta Human Rights Act* and the *Alberta Occupational Health & Safety Act, Regulations and Code* and therefore is committed to a respectful workplace that is free of harassment, violence and bullying and where all employees are treated fairly, understand the expectations of workplace behaviour, including their rights and responsibilities.

The County will not tolerate any form of harassment, violence, bullying or discrimination within the work-environment or during the course of work-related business or work-related social events. All reported incidents of harassment will be investigated, and corrective action will be taken to address incidents.

SCOPE

This policy applies to the following individuals:

- All County employees
- Committee members appointed by County Council
- Contractors hired by the County
- General public, visitors, guests, volunteers accessing County property or services

Elected officials are governed by Council Code of Conduct Bylaw 3-2017 which addresses these matters and therefore are not covered under this policy.

This policy also applies to all facilities, workplaces, social media, work-related social gatherings or while representing the County or participating in any County related business.

DEFINITIONS

- a) **“Abuse of Authority”** means when an individual uses authority unreasonably to interfere with an employee or the employee's job.
- This form of harassment includes humiliation, intimidation, threats, and coercion.
 - This form of harassment excludes normal managerial activities, such as counseling, performance appraisals, and discipline, if these are not done in a discriminatory manner.
- b) **“Bullying”** means the tendency of individuals or groups to use repetitive and persistent aggressive or unreasonable behaviour against a co-worker or subordinate. Workplace bullying can include, but is not limited to, such tactics as teasing, taunting, threatening, psychological abuse, physical abuse and humiliation.

- c) **“Complainant”** means a person who makes a complaint to their Supervisor or the CAO when they believe they have been subjected to harassment, violence or bullying.
- d) **“Discrimination”** means the unjust or prejudicial treatment of different categories of people based on the protected grounds under the *Alberta Human Rights Act* which includes race, color, ancestry, place of origin, religious beliefs, gender, gender identity, gender expression, age, physical disability, mental disability, marital status, family status, source of income, and sexual orientation.
- e) **“Harassment”** means any single or repeated incident of objectionable or unwelcome conduct, comment, bullying, or action by a person that the person knows or ought reasonably to know will or would cause offence or humiliation to a worker or adversely affects the worker’s health and safety.
 - Excludes any reasonable conduct of an employer or supervisor related to the normal management of workers on a work site such as changing work assignments, scheduling, assessing, and evaluating work performance, inspecting workplaces, implementing health and safety measures, disciplinary action such as dismissing, suspending, demoting, or reprimanding for just cause.
 - Excludes differences of opinion or minor disagreements between coworkers if steps are taken to resolve the conflict.
- f) **“Respondent”** means the person the complaint is against.
- g) **“Sexual harassment”** means any unwelcome sexual behavior that adversely affects, or threatens to affect, directly or indirectly, a person’s job security, working conditions or prospects for promotion or earnings; or prevents a person from getting a job, living accommodations or any kind of public service.

Forms of Sexual Harassment may include, but not limited to:

- Unwanted sexual attention, advances, verbal or non-verbal communication or comments that are made by a person that knows, or reasonably ought to know, that such acts are unwanted
 - Promise of reward or reprisal for the acceptance or refusal to comply with sexual requests or demands
 - Any form of unwanted physical contact such as touching, pinching, patting, rubbing, or leaning against
 - Displaying or distributing sexually explicit or sexually related materials, pictures, posters, or jokes
- h) **“Workplace bullying and psychological harassment”** means any unwanted conduct, comments, actions, or gestures that undermine, disrupt, or negatively impact another’s dignity, psychological or physical health and well-being, and the ability to do his or her job. Bullying and psychological harassment may involve into violence or abuse (physical or verbal) and may result from the actions of one individual towards another, or from the behavior of a group.
 - i) **“Violence”** means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical or psychological injury or harm and may include a physical attack or aggression, threatening behavior, verbal or written threats, domestic violence, and sexual violence

GUIDELINES

1. General Expectations for a Respectful Workplace

- 1.1 County of Barrhead has zero tolerance for harassment, bullying, psychological harassment or any form or variation of violence or abuse in the workplace. Harassment is against the law. The *Alberta Human Rights Act* further protects employees from harassment. The *Criminal Code* protects people from physical and sexual assault.
- 1.2 County does not condone and will not tolerate any form of harassment, sexual harassment, workplace bullying or psychological harassment, or violence of any kind in the workplace, and is committed to:

- 1.2.1 Maintaining a healthy and safe workplace for all employees;
- 1.2.2 Providing education, training and prevention-oriented practices;
- 1.2.3 Addressing behaviors that are contrary to the Respectful Workplace Policy as soon as possible;
- 1.2.4 Ensuring there is a fair investigative and adjudication procedures, and effective problem-solving processes to address employee concerns, whether related to individual or group behavior.
- 1.3 All aspects of prevention and problem-solving processes will be fair, timely, confidential, professional, impartial, consistently applied and will aim to preserve the dignity, self-respect, and rights of all parties.
- 1.4 Responses to bullying behavior or harassment will aim to correct identified behavior and to prevent further occurrences or violations of this Policy. This Policy will be enforced in accordance with the principles of progressive discipline.
- 1.5 County will provide employees who were harmed as a result of workplace harassment, violence or bullying with access to a health care provider of their choice, or Employee Assistance Program for treatment and/or referral.
- 1.5 County will have no tolerance of any individual in a position of authority who abuses their authority contributing to harassment, bullying or violence.

2. Employee's Responsibilities & Rights

- 2.1 Every employee of the County has the right to be treated in a fair, responsible, and respectful manner, and to work in an environment free of harassment, bullying and violence.
- 2.2 Every employee also has a shared responsibility to create and maintain a respectful workplace free of harassment, bullying and violence. This includes but is not limited to:
 - 2.2.1 Ensuring your actions and words contribute to a respectful workplace and are consistent with the intent of this Policy and procedures.
 - 2.2.2 Not participating, encouraging, or supporting any bullying, harassing, violent or disrespectful behaviour.
 - 2.2.3 Accepting responsibility for your own actions, reactions, behaviours, and the impact those may have on others.
 - 2.2.4 Reporting any concerns or incidents to your supervisor or the CAO which may be in violation of this Policy.
 - 2.2.5 Respecting the rights to personal dignity, privacy and confidentiality pertaining to this Policy; and
 - 2.2.6 Contributing to an environment in which employees can report concerns about harassment, violence, and discrimination without fear of retaliation
 - 2.2.7 Participating fully and in good faith, in any procedures, resolution process or training associated with this Policy.

3. Management & Supervisory Responsibilities

While every employee is responsible for maintaining and contributing to a work environment that is free from harassment, bullying, and violence, those in positions of authority over staff carry more responsibility than other employees within the County.

- 3.1 Employees in a management or supervisory position have additional responsibilities to make every reasonable effort to create and respectful workplaces, these include but are not limited to:
 - 3.1.1 Acting as a role model for professional and respectful conduct by ensuring your actions and words contribute to a respectful workplace and are consistent with this Policy

- 3.1.2 Being aware of what is happening in your area of responsibility, and taking appropriate action in a prompt, impartial and confidential manner when respectful workplace issues come to your attention
- 3.1.3 Participating in resolution activities related to this Policy
- 3.1.4 Taking reasonable steps to prevent, limit and address an employee's exposure to harassment from external sources such as citizens, elected officials, vendors, etc.
- 3.1.5 Making every effort to ensure employee awareness of and compliance with this Policy
- 3.1.6 Supporting the implementation of training and awareness activities related to this Policy
- 3.1.7 Supporting the resolution of harassment and violence complaints which may include seeking advice or referring the employee to supports as appropriate
- 3.1.8 Making every effort to ensure that no retaliations occur as a result of making complaints or for providing information
- 3.1.9 Understanding that inappropriate behaviour may impact more than those directly involved, including witnesses, and providing support to all parties as appropriate
- 3.1.10 Protecting the privacy of the individuals involved and ensuring complainants and respondents are treated fairly and respectfully
- 3.1.11 Ensuring discipline or corrective actions have been taken for any violation of this Policy
- 3.1.12 Ensuring employees have full access to information regarding all employer policies and procedures.

4. Retaliation

Retaliation against anyone involved in a process under this Policy will not be tolerated.

- 4.1 This Policy prohibits retaliation, either direct or indirect against individuals acting in good faith who report, harassment, violence or bullying or act as witnesses.
- 4.2 Any actions of retaliation may result in disciplinary action up to and including termination for just cause pursuant to Section 6.
- 4.3 Management will take all reasonable measures to prevent retaliation, threat of retaliation or further harassment, violence or bullying.

5. Bad Faith or False Complaints

Due to the serious nature of a complaint, false accusations or abuse of this Policy will not be tolerated.

- 5.1 If it is determined by the County that any employee has knowingly made false statements regarding an allegation of workplace harassment, violence or bullying, immediate disciplinary action will be taken and may include discipline up to and including dismissal for just cause pursuant to Section 6.

6. Consequences

- 6.1 Any County employee who is found in contravention of this Policy may be subject to disciplinary action.
- 6.2 Each violation will be assessed individually, and corrective action may include but not limited to:
 - a) An apology from the respondent to the complainant
 - b) Mandatory education or training
 - c) Verbal /written reprimand
 - d) Loss of privileges

- e) Suspension without pay for just cause
- f) Termination of employment for just cause

6.3 Where behavior of non-compliance with this Policy also constitutes a criminal offense, the County will refer these matters to the RCMP for further investigation

7. Confidentiality

- 7.1 County will do everything reasonably practicable to protect the privacy of the individuals involved and to ensure complainants and respondents are treated fairly and respectfully
- 7.2 County will not disclose the circumstances related to an incident of the names of the complainants, respondents, and any witnesses except where necessary or to the extent required by law
- 7.3 All records of workplace harassment (alleged or proven) and subsequent investigations are considered confidential and are strictly prohibited from being disclosed to anyone except to the extent required by law.
- 7.4 In cases where criminal proceedings are forthcoming, the County will assist police agencies, insurance companies, and courts to the fullest extent. Privacy will be protected as long as doing so remains consistent with the enforcement of this Policy and adherence to the law.

REVIEW CYCLE

This policy shall be reviewed by the CAO/JWHSC every three (3) years, however a review may occur at any time prior to the review date based on any operational or legislative changes that Administration may become aware of.

CROSS-REFERENCE

- 1) County of Barrhead - Council Code of Conduct Bylaw 3-2017
- 2) *Alberta Human Rights Act*
- 3) *Alberta Occupational Health & Safety Act, Regulations & Code*
- 4) *Criminal Code*
- 5) *Alberta Employment Standards*

Effective: October 1, 2021

Approved by: CAO

Replaces: DRAFT Violence, Harassment & Prevention Policy

Last Review: N/A

Next Review: 2024

REPORTING PROCEDURE

This procedure is to be used for reporting and investigating complaints addressed under this Policy.

To ensure unwanted behavior is stopped and not repeated, the following steps should be followed:

1. Any employee who feels they have been harassed are encouraged whenever practical and if they feel safe to do so, to resolve problems informally and where necessary request support from their supervisor or CAO to assist in this process.
2. Any employee who believed they are being subjected to harassment should keep a written record of the incident including such information as dates, times, witnesses, and details of what happened.
3. Employees are encouraged, if safe to do so, to advise the person they believe has harassed them that the behavior is unwelcome and unwanted. Describe the behavior 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 behavior is unsuccessful, the complainant may seek the advice of their supervisor or the CAO.
4. If the perceived harassment persists, the complainant should report the incident to any of the following:
 - a) Immediate supervisor
 - b) Department manager
 - c) CAO
 - d) Safety Coordinator
5. Complaints can be made in written form via email or letter.
 - a) If the complainant prefers to report verbally, the individual who the complaint was reported to will assist in documenting the statement
6. Regardless of who the complainant notifies, the CAO will be notified as soon as possible.

INVESTIGATING PROCEDURE

Investigation

1. CAO will investigate the complaints or identify an individual responsible for investigating complaints, unless the complaint involves the CAO then the Reeve will lead the investigation.
2. Should the complainant name an elected official as the respondent the matter will be handled in accordance with the Council Code of Conduct Bylaw 3-2017.
3. County has an obligation to provide a workplace free of harassment and therefore the decision to move forward without a formal written complaint will be discussed with the complainant prior to actioning to ensure the individual is fully aware of the process and to provide an opportunity to clarify any previous statements made.
4. If the complainant wishes to pursue the resolution of the complaint, a preliminary assessment will take place and the investigator will:
 - a) Interview the complainant to obtain all information including dates, times, and details of the event from the complainant's point of view, the name of the respondent, and names of any witnesses
 - b) Obtain a written complaint from the complainant in which the details for the allegations are clearly described.
 - c) Determine whether the complaint fits under one or more of the definitions of harassment, bullying or violence. This determination does not constitute a decision or finding about the merits of the complaint, or the facts alleged.

5. Should the complaint fit within the definition then further investigation is necessary and will include but not limited to:
 - a) Investigator may request additional support or resources to conduct the investigations
 - b) Investigator will provide written notification to complaint and respondent informing them of the investigation and next steps.
 - c) Investigator will interview complainants, respondents, and witnesses involved in the incident or any other persons who may have knowledge of the incident
 - d) Investigator will review any supporting evidence
6. Investigator will prepare a written report on the findings from the investigation which shall include:
 - a) Opinion of the investigator, whether harassment as defined in the policy or relevant legislation has occurred or not,
 - b) Reasons for the opinion
 - c) Recommendations where appropriate, which will be reviewed with the department head and CAO (as long as neither is not the respondent).
7. Complainant and respondent shall be notified of the outcome of the investigation and the remedy is executed.
8. If at any time the investigator believes that the personal or psychological safety of the complainant, respondent or witnesses are at risk, appropriate measures will be taken to protect the individual, pending the outcome of the investigation and/or the resolution of the complaint.

Resolution

1. Any employee found in contravention of the Respectful Workplace Policy may be subject to disciplinary action(s).
2. Each violation of this Policy will be assessed individually, and corrective actions may include but not limited to:
 - a) An apology from the respondent to the complainant
 - b) Mandatory education or training
 - c) Verbal /written reprimand
 - d) Loss of privileges
 - e) Suspension without pay for just cause
 - f) Termination of employment for just cause

Appeals

1. Individuals who are dissatisfied with the outcome of the formal investigation may:
 - a) Submit a written appeal, within 4 weeks of the completion of the report, directly to the CAO, who will review and render a decision in writing.
 - b) File a complaint with the Alberta Human Rights Commission and/or Alberta Occupational Health & Safety.

Withdrawal of Complaints

1. A complainant may withdraw a complaint at any time by notifying the CAO or the assigned investigator in writing.
2. Once a complaint is sent for investigation, the County will respond to the concerns raised. Therefore, the County may need to proceed with an investigation even when the complainant no longer chooses to participate in the process. In this case, the County will pursue the matter without a complainant and the complainant becomes a witness to the investigation. The complainant as the witness 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.
3. 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 these Policies.



REQUEST FOR DECISION

OCTOBER 18, 2022

D

TO: COUNCIL

RE: ESTABLISH DATES & TIMES OF 2023 REGULAR COUNCIL MEETINGS

ISSUE:

Council to address conflicts in scheduling of regular Council meetings according to Meeting Procedures Bylaw 10-2021.

BACKGROUND:

- Bylaw 10-2021 indicates that regular Council meetings are to be scheduled the 1st and 3rd Tuesday of each month.
- Section 193, MGA, outlines the requirements of scheduling and providing notice of regular Council meetings.
 - *193(1) A Council may decide at a Council meeting at which all the Councillors are present to hold regularly scheduled Council meetings on specified dates, times and places."*
- If additional meetings are required, Section 194, MGA permits a Special Meeting to be called by providing the public at least 24-hrs notice.
- Summary of Regular and Special meetings of Council from 2017-2022 is below:

YEAR	REGULAR	SPECIAL	TOTAL
2022	21	3 (As of Oct 18)	24
2021	21	1	22
2020	21	5	26
2019	21	4	25
2018	20	4	24
2017	20	4	24

ANALYSIS:

- Administration reviewed the 2023 calendar and identified a total of 24 possible dates for Regular Council meetings with the following dates posing a challenge or a conflict:
 - Tuesday January 3, 2023 – challenge to prepare a Council agenda package with Christmas/New Year holidays immediately prior. For the 2022 calendar, January 4 was cancelled for the same reason.
 - Tuesday March 21, 2023 – conflicts with 2023 RMA Spring Convention
 - Tuesday November 7, 2023 – conflicts with 2023 RMA Fall Convention

- Consideration for 2023 summer break (Administration suggests August 1 or 15, 2023
 - in 2022 August 2 was cancelled
 - in 2021 August 3 was cancelled
- With the proposed changes, 2023 calendar year would have a total of 20 regular scheduled Council meetings (same as 2017 and 2018).
- If additional meetings are required, Section 194, *MGA* permits a Special Meeting of Council to be called (see data above).
- Cancellation and changes to date, time and location of a Regular meeting of Council can be made by resolution of Council and by providing the public at least 24 hrs notice.

ADMINISTRATION RECOMMENDS THAT:

- Council cancel March 21 and November 7, 2023 regularly scheduled Council meetings due to conflict with the RMA Conventions.
- Council consider cancellation of the regularly scheduled Council meeting that falls on January 3, 2023 and a regular Council meeting during the summer of 2023.

DO/pd



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2023

Committees/Boards, Council Meetings and Convention Calendar

January						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

- Barrhead Agricultural Society (Evenings)
- Barrhead & District FCSS Society (Mornings)
- Barrhead & District Social Housing Association (Mornings)
- Barrhead & District Seed Cleaning Co-op (Mornings)
- Community Futures Yellowhead East (Afternoons)
- GROWTH
- Barrhead Public Library Board (Evenings)
- Regular Council Meetings
- ASB Meetings
- Committee of the Whole
- RMA Conventions (Spring and Fall 2023)
- STAT Holiday/Office Closure

****Please be advised that this calendar only represents Committees and Boards that have regularly scheduled meetings****