

**SUMMER VILLAGE OF NAKAMUN PARK  
AGENDA OF THE ORGANIZATIONAL MEETING OF COUNCIL  
Held at the Administration Office  
2317 TWP Rd 545 in Lac Ste. Anne County  
May 16<sup>th</sup>, 2024 – 2:00 p.m.**

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1. Call to Order (by the CAO)
- (1-4) 2. Adoption of Agenda

**COUNCIL**

3. **Oath of Office** for Councillors (Oath of Office), if any new councillors:
  - a. Councillor-Elect Bob Charter
4. **Election of Mayor** (Oath of Office)
  - a. Call for Nominations
5. **Election of Deputy Mayor** (Oath of Office)
  - a. Call for Nominations
6. **Appointment of Committee Representatives**  
Council needs to fill the following appointments:
  - (a) Highway 43 East Waste Commission – (was Kassian/ Pederson as alternate)
  - (b) Summer Villages Around Lac Ste Anne County East – (was All of Council / Voting rep as ranking member present)
  - (c) WILD Commission Annual General Meetings – (was All of Council / Voting rep as ranking member present)
  - (d) Recreation Committee – (was Hanssen / no alt. appointed)
  - (e) Yellowhead Regional Library – (was Pederson / Hanssen as alternate)
  - (f) Lake Sustainability Initiatives - (was Pederson / Hanssen as alternate)
  - (g) Policing/CPO Initiatives – (was Kassian/ Pederson as alternate)
  - (h) Emergency Planning Initiatives – (was Hanssen / Pederson as alternate)
  - (i) Fire Services Initiatives – (was Hanssen / Kassian as alternate)
  - (j) Municipal Services Package – (was Kassian/ Pederson as alternate)
  - (k) Rural Crime Watch – (was Hanssen/ no alt. appointed)

**FINANCIAL**

7. **Banking Authority** – confirm the Alberta Treasury Branch (ATB) Financial as the Municipality's Banking Authority.
8. **Signing Authority** (For ATB Financial Account Summer Village of Nakamun Park (# [REDACTED])) – all of Council (Marge Hanssen, Keith Pederson and Robert (Bob) Charter) and Chief Administrative Officer (Dwight Moskalyk):
  - a. Two signatures required
    - i. One signature to be any member of Council
    - ii. One signature from the Chief Administrative Officer or Administrative Designate

## ADMINISTRATIVE

9. **Administration:**
  - a. General - confirm Wildwillow Enterprises Incorporated as provider of administrative services.
  - b. Chief Administrative Officer – confirm Dwight Darren Moskalyk as Chief Administrative Officer.
  - c. Financial Officer – confirm Heather Luhtala as Financial Officer (Designated Officer)
10. **Office Location** – confirm that the official office location of the Summer Village of Nakamun Park be established as 2317 Township Road 545 in Lac Ste. Anne County, Alberta, Canada.
11. **Meeting Dates** – regular meetings currently scheduled as the third Thursday of every month at 2:00pm in the Administrative Board Room at 2317 Township Road 545 in Lac Ste. Anne County (municipal office), or other suitable location, and further that tele/video-conferencing be deemed an acceptable way of holding a meeting and that any changes to the date of a meeting be posted on the summer village website as an appropriate form of notice.
12. **Appointment of Auditor** – confirm Seniuk and Company Chartered Accountants as Municipal Auditor.
13. **Solicitor Appointment** – confirm Patriot Law Group (Onoway) as Municipal Solicitor.
14. **Assessor Appointment** – confirm Municipal Assessment Services Group as assessment services provider, with Justin Goudreau as Municipal Assessor (Designated Officer)
15. **Assessment Review Board** – confirm:
  - a. ARB Service Provider – Capital Region Assessment Services Commission as Assessment Review Board services provider, with Gerryl Amorin as Clerk (Designated Officer); and,
  - b. Panelists - Darlene Chartrand, Sheryl Exley, Tina Groszko, Stewart Hennig, Richard Knowles, Denis Meier, and Raymond Ralph as Assessment Review Board Panelists for 2024, with Mr. Ralph as Chair of the Assessment Review Board for 2024.
16. **FOIPP Coordinator** – that the Chief Administrative Officer be confirmed as Municipal FOIPP Coordinator
17. **Integrity Commissioner** – that Victoria Message be confirmed as Municipal Integrity Commissioner.

## LEGISLATIVE

- (5-21)
18. **Review of the Procedural Bylaw** – that the attached bylaw, Bylaw 2023-8, being the most recent duly passed procedural bylaw for the municipality be acknowledged here as received and reviewed by motion of council.



(22-34)

19. **Review of the Councillor Code of Conduct Bylaw** – that the attached bylaw, Bylaw 2023-5, being the most recently passed councillor code of conduct bylaw for the municipality be acknowledged here as received and reviewed by motion of council.

(35-39)

20. **Review of the Public Participation Policy** – that the attached policy, Policy 2018-1, being the most recent duly passed public participation policy for the municipality, including the therein referenced Public Participation Plan, be acknowledged here as received and reviewed by motion of council.

(40-43)

21. **Review of the Council Remuneration Policy** – that the attached policy, Policy C-COU-REM-1, being the most recent duly passed council remuneration and expense policy be acknowledged here as received and reviewed by motion of council.

(44-45)

22. **Review of Section 208 (Municipal Government Act)** – that council acknowledges they have received and reviewed the Section 208 (Municipal Government Act) list of Performance of Major Administrative Duties (attached).

#### DEVELOPMENT

23. **Development Authority:**

- a. Municipal Planning Commission – That all of Council be confirmed as the Municipal Planning Commission as outlined in Bylaw #2022-5 and Land Use Bylaw #2022-4.
- b. Development Officer - that Tony Sonnleitner be confirmed as Municipal Development Authority in general, and specifically as a Development Officer (Designated Officer).

24. **Subdivision and Development Appeal Board:**

- a. Clerk –that Milestone Municipal Services be confirmed as provider of Subdivision and Development Appeal Board services, with Emily House as Clerk (Designated Officer)
- b. Board – that the following pool of individuals be confirmed as duly trained and active appeal board members:
  - i. Denis Meier
  - ii. Rainbow Williams
  - iii. Don Dobing
  - iv. John Roznicki

25. **Planning Authority** – that Municipal Planning Services be confirmed as provider of planning authority services, with Jane Dauphinee as Planning Officer (Designated Officer).

#### EMERGENCY, COMMUNITY AND ENFORCEMENT

26. **Community Peace Officer** – that the Town of Mayerthorpe Community Peace Officer Agreement and Constable Gervais Kasamba be confirmed as the Community Peace Officer (Designated Officer).

27. **Fire Protection** – that the Onoway Regional Fire Services Agreement, Fire Chief Ives, and the provisions of subsequent supplementary aid agreements be confirmed as forming the fire protection appointment for the municipality, specifically:

- a. Fire Rescue International, through agreement with Onoway Regional Fire Services, be confirmed as municipal fire services provider; and

- b. David Ives be confirmed as Municipal Fire Chief, and,
  - c. Lac Ste. Anne County Fire Department be acknowledged as primary mutual aid partner for fire services in the municipality.
28. **Local Director of Emergency Management** – confirm Jason Madge as Municipal Director of Emergency Management.
29. **Local Deputy Director of Emergency Management** – confirm (a member of council) as Municipal Deputy Director of Emergency Management.
30. **Regional Director of Emergency Management** – confirm Janice Christiansen as Regional Director of Emergency Management.
31. **Weed Inspector** – Confirm Jackie Gamblin as Village Weed Inspector with the powers as designated under the Alberta Weed Control Act to address noxious weed identification and abatement strategies in the community.

**OTHER**

32. Adjournment

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**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK IN THE  
PROVINCE OF ALBERTA TO REGULATE THE PROCEDURE AND  
CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.**

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**WHEREAS**, the Council of the Summer Village of Nakamun Park considers it expedient and desirable for effective governance to regulate the procedure and conduct of Council, Councillors and others attending Council and Council committee meetings in the Summer Village of Nakamun Park;

**AND WHEREAS**, the Council of the Summer Village of Nakamun Park recognizes the need to promote effective participation in local governance by all stakeholders, including councillors, administration, formal delegations before council and committees, and the public in general, and therefore is agreeable to accommodating electronic means of participation herein, in accordance with Section 199 of the Municipal Government Act;

**NOW THEREFORE**, the Council of the Summer Village of Nakamun Park hereby enacts as follows:

**Citation**

1. This Bylaw may be cited as the "The Procedure Bylaw".

**Definitions**

2. In this bylaw:
  - a) "CAO" means the Chief Administrative Officer or their delegate, for the Summer Village of Nakamun Park;
  - b) "Closed Meeting" means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public;
  - c) "Council" means the Mayor and Councillors of the Summer Village of Nakamun Park for the time being elected pursuant to the provisions of the *Local Authorities Election Act* and the *Municipal Government Act* whose term is unexpired, who have not resigned and who continue to be eligible to hold office under the terms of the related provincial legislation;
  - d) "Delegation" means any person that has permission of Council or the CAO to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee;
  - e) "Deputy Mayor" shall mean the member selected by Council to preside at a meeting of Council in the absence of the Mayor;
  - f) "Electronic Means" shall be as defined in the Municipal Government Act, Section 199(1)(a), specifically meaning an electronic or telephonic communication method that enables all persons attending a meeting to hear



- and communicate with each other during the course of the meeting;
- g) "FOIP" means the Freedom of Information and Protection of Privacy Act of Alberta;
  - h) "Mayor" shall mean the member selected by Council at the Organizational meeting to hold that position and to preside at a meeting of Council;
  - i) "Member" means a Councillor or person at large appointed by Council to a committee of Council;
  - j) "Meetings" means meetings of Council and Council committees, and in keeping with the interpretation of Section 199(1)(b) of the Municipal Government Act, shall include hearings;
  - k) "Municipality" means the Municipality of the Summer Village of Nakamun Park, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
  - l) "Virtual Participation" means, in reference to participation in a meeting, attendance through an approved Electronic Means of communication.

### **Application**

- 3. This bylaw applies to all members attending meetings of Council and committees established by Council of the Municipality.

### **Severability**

- 4. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

### **General**

- 5. The General Duties of Council shall adhere to the duties and responsibilities contained within Section 153 of the MGA as set out in Appendix A.
- 6. The General Duties of the Chief Elected Official shall adhere to the duties and responsibilities contained within Section 154 of the MGA as set out in Appendix B.
- 7. No Member of Council shall direct or interfere with the performance of any work for the Municipality and shall seek all information through the office of the Chief Administrative Officer or their designate.
- 8. Members of Council shall subscribe to the Code of Conduct for Members of Council as set out in the Summer Village of Nakamun Park's Code of Conduct Bylaw.
- 9. A breach of any section of this Bylaw by any Member of Council may place

the Member of Council in the position of censure by Council.

10. Public Hearings held with respect to bylaws, when required or when requested by Council, will be held prior to second reading. Public Hearings shall be conducted in accordance with the procedures set out in Appendix C.

### Meetings

11. The regular meetings of Council shall be established by resolution of Council at its annual organizational meeting and shall prescribe the intended date (or recurring day of the month), time and location of the meeting, respecting the availability of current council and the expressed desire to make public engagement as convenient as reasonably possible.
12. Special meetings of Council shall be established as required by Council according to the provisions of the Municipal Government Act and the public shall be given notice.
13. Council, by resolution, may establish other Council meeting dates.
14. The meetings of Council committees shall be established by resolution of each committee and the public must be given notice or advertised as required by the provisions of the Municipal Government Act.
15. The times for the beginning of Council committee meetings shall be set by resolution of each committee.
16. As soon after the hour of which the meeting was called, and a quorum is present, the Mayor shall take the chair and call the meeting to order.
17. In a case where the Mayor is not in attendance within fifteen (15) minutes after the hour of which the meeting was called, and a quorum is present, the Deputy Mayor shall call the meeting to order.
18. If a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting;
19. Recordings: Council or Council committee meetings may not be filmed or voice-recorded.
20. Other Recordings: Any other person may not use a mechanical or electronic recording device at a public Council or Council Committee Meeting or a Public Hearing. All such devices must be removed from the meeting room.

21. Recording Devices: No concealed electronic recording devices, including but not limited to cellular telephones, are permitted at any meetings.

**Conduct of Meetings**

22. Each member or delegate, as the case may be, shall address the chair but shall not speak until recognized by the chair.
23. The presiding officer with the approval by resolution of the members, may authorize a person in the public gallery to address members only on the topic being discussed at that time and within the time limits specified by the presiding officer.
24. A resolution does not require a seconder.
25. A resolution may be withdrawn at any time before voting subject to no objection from any member, as the case may be.
26. The following resolutions are not debatable by members:
- a) adjournment
  - b) to take a recess
  - c) question of privilege
  - d) point of order
  - e) to limit debate on a matter before members
  - f) on division of a question
  - g) postpone the matter to a time certain
  - h) to table the matter
27. The Mayor or presiding officer may enter into any debate and make resolutions in the same manner as any member without relinquishing the chair.
28. Where an item has been brought before Council, the same item cannot be tabled more than three times.
29. Where a matter or issue has been brought before Council, the same matter or issue cannot be heard more than three times unless there is new information be presented about the issue or matter.
30. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the presiding chair so directs.
31. Whenever the presiding officer is of the opinion that a motion is contrary to the rules and privileges of Council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his reasons applicable





to the case without argument or comment.

32. The Mayor or presiding officer shall preserve order and decorum and shall decide questions or order, subject to an appeal to the Council by resolution. Decisions of the presiding officer shall be final unless reversed or altered by a majority vote of members present.
33. In all cases not provided for in the proceedings of the Council, a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not as the case may be.
34. When a motion has been made and is being considered by Council no other motion may be made and accepted, except:
  - a) a motion to refer the main question to some other person or group for consideration
  - b) a motion to amend the main question
  - c) a motion to table the main question
  - d) a motion to postpone the main question to some future time
  - e) a motion to adjourn the meeting, provided that a motion to table shall not be debated except as to the time when the matter will again be considered.
35. After any question is finally put by the Mayor or other presiding officer no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding office as to whether the question has been finally put shall be conclusive.
36. Any member of the Council can call for a recorded vote, the names of those who vote for and those who vote against the motion shall be entered in the minutes. A request for a recorded vote must precede the voting on a motion.
37. Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer. Where applicable, such as in an electronic meeting, verbal confirmation of Member votes shall be offered at the prompt of the Chair; in such cases votes in-favour shall be called out as "aye," and votes in opposition to the motion shall be called out as "nay."
38. Council may adjourn from time to time to a fixed future date any regular or special meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business that the meeting was called to transact in the first place, but which has not been completed.
39. A formal motion will be made to go to a "Closed Meeting" session, identifying Division 2 Parts 16 to 29 (Exceptions to Disclosure) of the Freedom of Information and Privacy Act. Confidential items can include items under Division

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2 Parts 16 to 29 of the Freedom of Information and Privacy Act and as identified within the Municipal Government Act under Section 197, as confidential items of discussion between Council, Administration and invited persons. When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting of a council or council committee held in public. No minutes, notes, or recordings of the discussions will take place and any printed reports provided to Council will be retrieved by the CAO. After the closed meeting discussions are completed, any members of the public who are present outside the meeting room must be notified that the rest of the meeting is now open to the public, and a reasonable amount of time must be given for those members of the public to return to the meeting before it continues. Where a council or council committee closes all or part of a meeting to the public, the council or council committee may allow one or more other persons to attend, as it considers appropriate, and the minutes of the meeting must record the names of those persons and the reasons for allowing them to attend.

### **Delegations**

40. A person or a representative of any delegation or group of persons who wish to bring any matter to the attention of Council, or who wish to have any matter considered by Council shall address a letter or other written communication to the Council outlining the subject to be discussed. The letter shall be signed by the correct name of the writer; the address of the writer, the phone number of the writer and, if available, the email address of the writer and delivered or mailed to the CAO. The letter must arrive by 1:00 p.m. on a business day at least five (5) days immediately preceding the meeting at which it is to be presented. If the person wishes to appear before Council on the matter it shall be stated in the letter.
41. Delegates shall be granted a maximum of fifteen (15) minutes to present the matter outlined in the letter. Where the presiding officer determines that additional time shall be granted to a delegation the length of the extension shall be specified and the presiding officer may limit the time. The number of times that a member or delegate may speak on the same question or resolution is three (3) times, having due regard to the importance of the matter.
42. Delegations that have not submitted a letter in accordance with section 41 may be granted a brief opportunity to outline the matter they wish to present to Council, and following that outline, the presiding officer and members shall determine if the delegation is to be granted time under section 42 to present the matter outlined.
43. Members of the public who constitute the gallery in the Council Chambers during a Council meeting may not address Council without permission of the Council, shall maintain order and quiet, and shall not applaud or otherwise interrupt any



speech or action of members of Council. Should the behavior of a member or members of the gallery become unruly, they shall be required to leave the meeting immediately.

44. Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this Bylaw shall apply to each and every member of the delegation. Delegations shall have fifteen (15) minutes for presentation.

**Provision for Attendance and Participation by Electronic Means**

45. In accordance with the provisions of Section 199 of the Municipal Government Act, Council herein provides that meetings of council, including committee meetings and public hearings, may be conducted by Electronic Means, when deemed necessary to do so for the effective and expedient governance of the municipality and engagement with the public, at the discretion of Council.

a) In exercising its discretion, Council may provide for the following meetings inclusive of Electronic Means:

i. A full virtual meeting, by which all parties that are, or may wish to be, participating in the meeting shall have a common point of access to the virtual meeting through approved electronic means; or,

ii. A hybrid virtual meeting, at which some of the participants may be authorized to participate through approved electronic means. The availability of a hybrid virtual meeting does not create an obligation, nor does it restrict the ability, to provide virtual access to the general public as in the hybrid model the council chamber remains an effective point of access for the general public.

b) In exercising its discretion, Council shall prioritize the use of hybrid, rather than full, virtual meetings such that where possible the use of electronic means is limited to use by those active parties in the meeting, including councillors, administration and formal delegations who cannot be in physical attendance.

c) In all cases, Electronic Means shall be used only when and where the location of remote access is able to support its use. The ability to access remotely is not a guarantee that access will be assured or that business will be detained for input by those with an intermittent connection.

d) A Councillor shall be deemed present for the meeting for the duration of the meeting, in all or in portions, for which their connection is active.



- e) The Presiding Officer shall, on the Call to Order of the meeting, declare to the meeting that there is, or may be, participation by Electronic Means, and shall ask the recording secretary to confirm any virtual attendees by seeking confirmation of:
    - i. Those voting members or councillors present;
    - ii. Those administration present;
    - iii. Those delegations that may be present; and
    - iv. The general count of those public present.
46. In providing for Electronic Means, the Council authorizes the following electronic means for virtual participation in meetings:
- a) Telephone participation, both traditional landline and cellular mobile participation;
  - b) Personal or Work Computer or Tablet, via virtual participation applications or programs initiated by the municipality;
  - c) Other means as may become commonly accepted and deemed safe by the municipality as technology advances.
  - d) The access codes or numbers for participating electronically shall be distributed along with the agenda of the meeting in the same manner by which the agenda is circulated (email, website, and/or contained on the physical copy of the agenda).
47. In participating by Electronic Means, a Councillor shall be required to make their presence known in accordance with the following:
- a) On initially joining the meeting, shall declare their full name to the acknowledgement of the Chair of the meeting, and if possible confirm their participation by live video display.
  - b) When participating making a motion, or participating in debate, the virtually attending member shall verbally request the floor from the Chair, and may be assisted in garnering the attention of the Chair by the moderator or recoding secretary or other administrative officer present in the meeting.
  - c) When speaking, and when voting on matters, the virtually attending member should, when feasible pending service connection, turn their live display video on.
  - d) In voting on a matter, the virtually attending party, or parties, shall be called on by the Chair to give their vote verbally, one at a time, following the call of the question and voting by those parties that may be attending

the meeting physically.

- e) If the matter being voted on is a question requiring a secret ballot, the virtually attending party, or parties, shall be permitted to either email or text message their ballot to the Chief Administrative Officer, or Designated Officer or Clerk, and have it received and counted as in the normal fashion. In exercising this option, virtually attending members shall be permitted not more than 5 minutes from the time voting is declared "open" by the Chair to submit their vote; late receipts will not be accepted and shall be deemed an absent vote.
- f) When a council member or other participant is included in a Closed Session meeting and participating by Electronic Means, the virtually attending member shall be asked to verbally confirm to the Chief Administrative Officer, or designate, that they are attending the Closed Session alone.

48. When making access by Electronic Means available to the general public:

- a) The access codes and numbers for the approved Electronic Means shall be contained within the meeting notice and agenda for the meeting and distributed by the same means used to circulate the notice of meeting and agenda.
- b) Except where public participation is expressly allowed, such as a public hearing, public participants shall be muted and may be disconnected from the meeting by the moderate of the meeting for disruptions due to noise, unauthorized comment or any disruptions which hampers the effective conduct of the meeting, at the discretion of the Chair.
- c) Where public participation does involve receiving comment from the public, such as in a public hearing or open gallery provision, comments will be received verbally in a manner of order determined by the Chief Administrative Officer based first on requests to speak received before the meeting, concurrently during the meeting (for example in the "chat box" of the electronic means platform, and then finally any last comments arising from the floor. The conduct of these comments shall be respectful and follow the same decorum and process as if made in physical attendance.

#### **Rules of Order**

49. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with "Roberts Rules of Order."

**Agenda and Order of Business**

50. Prior to each meeting, the CAO shall prepare a statement of the order of business to be known as the "Agenda" of all matters to be brought before Council. To enable the CAO to do so, all documents and notice of delegation, intended to be submitted to the Council, shall be received by the CAO not later than 1:00 p.m. on a business day at least five (5) days before the meeting.
51. The CAO shall place at the disposal of each member a copy of the agenda and all supporting materials not later than 4:30 p.m. two (2) days before the meeting.
52. Where the deadlines in section 47 and 48 are not met, the agenda and support materials shall be deemed to be acceptable when the agenda is adopted at the meeting.
53. The business intended to be dealt with shall be stated in the agenda in the following order where applicable:
  1. Call to Order
  2. Agenda Adoption
  3. Minutes Adoption
  4. Appointments
  5. Bylaws/Policies
  6. Business
  7. Financial
  8. Council Reports
  9. Administration Reports
  10. Information & Correspondence
  11. Closed Meeting
  12. Next Meeting Date
  13. Adjournment
54. The order of business established in section 50 shall apply unless altered by the presiding officer with no objection from members, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.
55. Standing Committees of Council shall be established and governed by policy or bylaw approved by Council. Where appropriate authority is delegated to a Standing Committee, such committee and its mandate shall be established by bylaw.

**Recording of the Minutes**

56. The CAO may delegate any duties to a recording secretary but shall accept all responsibilities of the duties.



57. If a member of Council arrives late, leaves before the meeting is adjourned, or is temporarily absent from the meeting, it shall be so recorded in the minutes.
58. After each meeting, the CAO shall prepare a statement of what was done at the meeting which will be known as the "Minutes" of the meeting. The minutes will be the written record of the proceedings of the meeting and will be a record of what was done at the meeting, and not what was said at the meeting.

### **Bylaws**

59. Where a bylaw is presented to Council for enactment, the CAO shall cause the number and the short title of the bylaw to appear on the Agenda in the appropriate place.
60. Every bylaw shall have three separate and distinct readings.
61. After a member has made the motion for the second reading of the bylaw Council may:
  - a) debate the substance of the bylaw; and
  - b) propose and consider amendments to the bylaw.
62. A proposed amendment shall be put to a vote and if carried shall be considered as having been read a first time and incorporated in the bylaw.
63. Unless the members present at a meeting unanimously agree that a bylaw may be presented to Council for a third reading at the same meeting at which it has received two readings, the bylaw shall not be given more than two readings at one meeting.
64. Where required by provincial statute, a bylaw shall be advertised or submitted to the electorate for voting as set out in the relevant statutes.
65. Bylaws shall not be repealed, amended or suspended, except so far as the terms thereof themselves permit, unless it is repealed, amended or suspended by:
  - a) a Bylaw unanimously passed at a regular or special meeting of the Council at which all members thereof are present; or
  - b) a Bylaw passed at a regular meeting of Council, pursuant to a notice in writing given and openly announced at the preceding meeting of the Council and setting out the terms of the substantial effect of the proposed Bylaw.

### **Website**

66. The Regular Council Meeting agenda will be posted on the Summer Village website prior to the Council meeting after it is prepared and distributed to Council.
67. Special Council Meeting agendas will be posted on the Summer Village website prior to the Special Council Meeting after it is prepared and distributed to Council.
68. Unapproved meeting minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
69. Approved minutes are to be posted on the Summer Village website within seven (7) business days of the meeting.
70. Other items will be posted on the Summer Village website as directed by the CAO or designate.

This Bylaw repeals Bylaw #2020-01 and comes into full force and effect upon third and final reading.

**READ** a first time this 18 day of December, 2023.

**READ** a second time this 18 day of December, 2023.

**UNANIMOUS CONSENT** to proceed to third reading this 18 day of December, 2023.

**READ** a third and final time this 18 day of December, 2023.

**SIGNED** this 18 day of December, 2023.



Mayor, Margaret Hanssen



Chief Administrative Officer, Dwight Moskalyk

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX A

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of Councillors  
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Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (e.1) to adhere to the code of conduct established by the council under section 146.1(1);
- (f) to perform any other duty or function imposed on Councillors by this or any other enactment or by the council.



SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX B

Municipal Government Act Division 3  
Duties, Titles and Oaths of Councillors

General duties of chief elected official  
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- (1) A chief elected official, in addition to performing the duties of a Councillor, must
  - (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside, and
  - (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.
- (2) The chief elected official is a member of all Council committees and all bodies to which Council has the right to appoint members under this Act, unless the Council provides otherwise.
- (3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

1994 cM-26.1 s154;1995 c24 s21

SUMMER VILLAGE OF NAKAMUN PARK  
APPENDIX C

Public Hearing Procedure

Policy

Council may adopt a procedure for statutory public hearings.

Council shall abide by the underlying principles for statutory public hearings. The process will adhere as closely to the procedures outlined as possible although Council may adjust the process in order to accommodate a smooth flow of the proceedings provided that there is adherence to the underlying principles.

Council may follow this process for those non-statutory public hearings on issues that Council determines would benefit from public input.

Public Hearing Principles:

These principles shall apply only to the process for bylaws or resolutions that require a public hearing or that Council determines would benefit from a public hearing, and not to other bylaws or resolutions:

1. Council shall hear any person, group of persons, or persons representing them, who claims to be affected by a proposed bylaw or resolution and who has complied with the procedures outlined by Council.
2. Council, by majority vote, may decide to hear from any person other than those outlined in principle number 1.
3. The public hearing shall be held at a regular or special meeting of Council.
4. The public hearing shall be held before second reading of a bylaw or before Council votes on a resolution.
5. After the public hearing, Council may pass the bylaw or resolution, or make any amendments that it considers necessary.
6. If Council determines that the amendments to a bylaw or resolution that requires a statutory public hearing have changed the intent of the bylaw, Council shall re-advertise the public hearing, and commence with first reading of the bylaw again.

Public Hearing Procedures

Definitions

1. "Chairman" refers to the Presiding Officer officiating the Public Hearing
2. "Secretary" refers to the CAO or his/her designate

SUMMER VILLAGE OF NAKAMUN PARK PUBLIC HEARING

Date Time

Bylaw #

\*\*\*

INTRODUCTION & PROCEDURES

1 (Chairman) "The following Public Hearing is held pursuant to the Municipal Government Act"

2 (Chairman) "The following rules of conduct will be followed during the Public Hearing:"

Presentation should be brief and to the point

The order of presentation shall be

- o Entry of written submission
- o Comments from the \*\*\*\*
- o Those supporting the Bylaw
- o Those opposing the Bylaw
- o Any other person deemed to be affected by the Bylaw

The Public Hearing purpose is "to receive comments from any interested parties on the proposed Bylaws"

"I hereby declare the Public Hearing relating to Bylaw \*\*\*\* open"

3 (Secretary) "The purpose of Bylaw \*\*\*\* is to amend \*\*\*,

First Reading was given to Bylaw \*\*\*\* on (insert date) •

Notice of this Public Hearing was advertised on the website, on the (insert various method of advertising) in the week of (insert date)

The following written comments have been received to (insert date)

4 (Chairman) "Are there any late written submissions relating to the Bylaw?"

(Note: If there are any, the secretary to read letter into record)

"Comments from the \*\*\* Department"



"Is there anyone who supports the Bylaw and wishes to speak?" "Is there anyone who opposes the Bylaw and wishes to speak?"

"Is there anyone deemed to be affected by the Bylaw and wishes to speak?"

- 5 (Chairman) "Are there any further comments from the \*\*\*\*\* Dept."
- 6 (Chairman) "Do the Councilors have any further questions"
- 7 (Chairman) "If not, I hereby declare this Public Hearing relating to Bylaw \*\*\*\*\* be closed and will adjourn this Public Hearing.

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**A BYLAW OF THE SUMMER VILLAGE OF NAKAMUN PARK, IN THE  
PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR  
MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES  
ESTABLISHED BY THE COUNCIL**

---

**WHEREAS** Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

**WHEREAS** the elected officials of the Summer Village of Nakamun Park recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

**WHEREAS,** the Council for the Summer Village of Nakamun Park wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

**NOW THEREFORE** the Council of the Summer Village of Nakamun Park, in the Province of Alberta, duly assembled, hereby enacts as follows:

**1. SHORT TITLE**

1.1. This Bylaw may be cited as the "Code of Conduct Bylaw".

**2. DEFINITIONS**

2.1. "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.

2.2. "Bylaw" means a bylaw of the Summer Village of Nakamun Park.

2.3. "Chief Administrative Office," or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.

2.4. "Code of Conduct" means the Summer Village of Nakamun Park Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.

- 2.5. "*Committee*" means a board, commission, authority, task force or any other public body established by Council.
- 2.6. "*Confidential Information*" means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOI/PPA) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. "*Council*" means the Council of the Summer Village of Nakamun Park.
- 2.8. "*Integrity Commissioner*" or "*Commissioner*" means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. "*Member*" is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. "*Member of Council*" means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. "*Member of Council Committee or other body established by the Council*" means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. "*Summer Village*" means the Corporation or the Summer Village of Nakamun Park.
- 3. CODE OF CONDUCT**
- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.
- 4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS**
- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.
- 5. AMENDMENTS**
- 5.1. That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council* (Schedule A) or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct* (Schedule B) will require an amendment to this Bylaw.



**6. INTERPRETATION**

- 6.1. Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.
- 6.2. Within the text of the Code of Conduct Bylaw:
- a) use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
  - b) use of the singular shall include the plural and the plural shall include the singular as the context requires.

**7. SEVERABILITY**

- 7.1. It is the intention of the Council of the Summer Village of Nakamun Park that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

**8. REPEAL**

- 8.1 This Bylaw repeals the previous version of the Councillor Code of Conduct Bylaw, Bylaw 2018-4.

**9. COMING INTO FORCE**

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

**READ** a first time this 19 day of July, 2023.

**READ** a second time this 19 day of July, 2023.

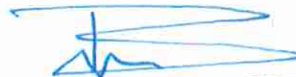
**UNANIMOUS CONSENT** to proceed to third reading this 19 day of July, 2023.

**READ** a third and final time this 19 day of July, 2023.

**SIGNED** this 19 day of July, 2023



Mayor, Marge Hanssen



Chief Administrative Officer, Dwight Moskalyk

## SCHEDULE A

### THE SUMMER VILLAGE OF NAKAMUN PARK CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL

#### 1. PURPOSE AND PRINCIPLES

- 1.1. The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2. The Code is intended to supplement existing superior legislation and municipal bylaws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3. The key principles underlying this Code of Conduct are as follows:
  - a) The public should have confidence that the elected and appointed officials of the Summer Village of Nakamun Park operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
  - b) Holding public office is a privilege and responsibility and Members shall put the interests of the residents and ratepayers of the municipality as a whole above personal interests;
  - c) Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of Nakamun Park;
  - d) Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
  - e) Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

#### 2. COMPLIANCE WITH CODE OF CONDUCT

- 2.1. This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.
- 2.2. Members of Council shall sign and agree to comply with the Code of Conduct at or prior to the first meeting of Council after their election to office.

- 2.3. Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of Nakamun Park Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of Nakamun Park Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4. Members of Council of the Summer Village of Nakamun Park, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Nakamun Park Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5. Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

### 3. GENERAL PERSONAL CONDUCT

- 3.1. Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2. As representatives of the Summer Village of Nakamun Park, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3. Members of Council shall carry out their duties with impartiality, putting the interests of the residents and ratepayers of the whole municipality above personal interests.
- 3.4. Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 3.5. Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.



- 3.6. Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Nakamun Park Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7. Members of Council of the Summer Village of Nakamun Park, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Nakamun Park Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8. Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9. The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 3.10. Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of Nakamun Park. Providing personal comments on matters before Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 3.11. All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.12. No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.
- 3.13. If a difference or conflict between Members is not easily resolved, processes outlined in the Procedure Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

#### **4. OBLIGATIONS OF MEMBERS**

- 4.1. Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
  - a) Alberta Human Rights Act;
  - b) Alberta Local Authorities Election Act;

- c) Canadian Human Rights Act;
- d) Criminal Code of Canada;
- e) Freedom of Information and Protection of Privacy Act;
- f) The Summer Village of Nakamun Park Procedural Bylaw;
- g) Municipal Government Act;
- h) Occupational Health and Safety Act, Regulation and Code, including the Summer Village of Nakamun Park Health and Safety Program.

- 4.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council. This duty includes an obligation to vote on all matters for which they are present, excepting any restrictions outlined in the Municipal Government Act including those outlined pertaining to conflict of interest situations.
- 4.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.
- 4.4. All Members must attend orientation or training sessions as offered by the municipality.

## 5. AVOIDANCE OF CONFLICTS OF INTEREST

- 5.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.
- 5.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.
- 5.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest. For clarity, as outlined in Section 172 of the Municipal Government Act, "proceedings" includes discussion and voting on the subject matter in a meeting and "remove" means both abstaining from voting and physically vacating the meeting room for the duration of the proceedings.
- 5.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.
- 5.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.



5.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they carry out as Members of Council, a Council Committee or other body established by the Council.

5.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established by the Council.

## 6. USE OF MUNICIPAL ASSETS AND SERVICES

6.1. Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.

6.2. Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures.

6.3. Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw or expressly in cases when the use of public assets is part of a public election forum open to all candidates and sanctioned by the municipality.

6.4. No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.

6.5. No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

## 7. USE OF INFLUENCE OF OFFICE

7.1. No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.

7.2. Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

## 8. ACCEPTANCE OF GIFTS OR BENEFITS

8.1. Acceptance of gifts or benefits by a Member shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.

8.2. Members shall ensure that they do not place themselves in a position of



obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council through the acceptance of gifts or benefits.

**9. INTERACTIONS WITH MUNICIPAL STAFF**

- 9.1. Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 9.2. Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of Nakamun Park policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 9.3. No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 9.4. No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 9.5. No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

**10. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC**

- 10.1. In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of Nakamun Park policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

**11. CONFIDENTIAL INFORMATION**

- 11.1. Personal information collected by the Summer Village of Nakamun Park will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 11.2. Members are encouraged to acquire an understanding of the principles of FOIPP.
- 11.3. Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do so.

- 11.4. Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- 11.5. Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 11.6. The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 11.7. No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 11.8. A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

## 12. IMPLEMENTATION

- 12.1. The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 12.2. Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 12.3. Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 12.4. Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 12.5. The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 12.6. The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.
- 12.7. The term for an Integrity Commissioner will be 4 years; a Commissioner may be re-appointed at the end of their first term but may not serve more than two (2) consecutive terms.

- 12.8.** If at any time it is determined by Council that the Integrity Commissioner has conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.
- 12.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

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## SCHEDULE B

### THE SUMMER VILLAGE OF NAKAMUN PARK PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS REGARDING BREACH OF THE CODE OF CONDUCT

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of Nakamun Park, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Village's harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated, he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of Nakamun Park. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor

the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority;
- or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.

# Summer Village of Nakamun Park

2018 - 1	<b>Public Participation Policy</b>		
<b>Approval</b>	<b>Originally Approved</b>		<b>Last Revised</b>
	Resolution No:	118-18	Resolution No:
	Date:	July 16 <sup>th</sup> , 2018	Date:

## I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

## II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- 1) Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- 2) Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3) Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4) Recognizing that although Councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.

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### III. DEFINITIONS

- 1) **"Chief Administrative Officer"** means the chief administrative officer of the Municipality or their delegate, abbreviated "CAO".
- 2) **"Municipal Stakeholders"** means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.
- 3) **"Municipality"** means the Summer Village of Nakamun Park.
- 4) **"Public Participation"** includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.
- 5) **"Public Participation Plan"** means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.
- 6) **"Public Participation Tools"** means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:
  - (a) in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses and workshops;
  - (b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
  - (c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
  - (d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

### IV. POLICY RESPONSIBILITIES

#### 1) Council Responsibilities

- (a) Council shall:
  - i. review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council;
  - ī. consider input obtained through Public Participation; and
  - ī. review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.

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- iv. ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;

## 2) Administration Responsibilities

(a) CAO shall:

- i. in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- ii. implement approved Public Participation Plans; and
- iii. report the findings of the Public Participation to Council.
- iv. consider timing, resources and engagement and historical effectiveness when developing and modifying Public Participation Plans;
- v. develop the necessary guidelines to implement this Policy;

## V. PUBLIC PARTICIPATION OPPORTUNITIES

(b) CAO shall consider implementing a Public Participation Plan in the following circumstances:

- i. when new programs or services are being established;
- ii. when existing programs and services are being reviewed;
- iii. when identifying Council priorities;
- iv. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- v. as otherwise directed by Council or recommended by the CAO.

## VI. POLICY EXPECTATIONS

### 1) Legislative and Policy Implications

- (a) All Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- (b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- (c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- (d) This Policy will be reviewed at least once every four years.

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## 2) Public Participation Standards

- (a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- (b) Public Participation activities will be conducted in a professional and respectful manner.
- (c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- (d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- (e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

## VII. PUBLIC PARTICIPATION PLANS

- a. When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
  - i. the nature of the matter for which Public Participation is being sought;
  - ii. the impact of the matter on Municipal Stakeholders;
  - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
  - iv. the timing of the decision and time required to gather input;
  - v. what information is required, if any, to participate; and
  - vi. available resources and reasonable costs.
- b. Public Participation Plans will, at minimum, include the following:
  - i. a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
  - ii. identification of which Public Participation Tools will be utilized;
  - iii. timelines for participation;
  - iv. information about how input will be used;
  - v. the location of information required, if any, to inform the specific Public Participation.

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**VIII. REPORTING AND EVALUATION**

- a. Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.
- b. The report shall include, at minimum, the following:
  - i. an overview of the Public Participation Plan and how it was developed;
  - ii. an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
  - iii. a summary of the input obtained; and
  - iv. may include recommendations for future Public Participation Plans.
- c. Reports shall be provided to Council for review.

**Legal References:** MGA 216.1, 230, 606, 692

**Cross References:**

**Attachment:**

**Revisions:**


Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park

## Council Policy

Number	Title			
C-COU-REM-1	Council Remuneration and Expense Policy			
Approval	Approved		Last Revised	
(CAO initials) 	Resolution No:	146-19	Resolution No:	
	Date:	September 18 <sup>th</sup> , 2019	Date:	

### Purpose

To ensure Council Members receive fair compensation for their time and expenses incurred while on summer village business.

### Policy Statement

Council Members shall be provided with remuneration for their time and reimbursement for the expenses incurred in fulfilling their duties on summer village council.

### Standards

1. Remuneration is intended to compensate for official business conducted on behalf of the Council as a whole to benefit the Summer Village of Nakamun Park.
2. Remuneration is not intended to match or replace employment or professional rates that the Councillors or Mayor may expect in their job or profession.
3. Remuneration rates will be adjusted from time to time based upon comparisons, inflation rates and any other considerations deemed appropriate in a manner agreed upon by Council.
4. Monthly Stipend for meeting preparation, addressing resident inquires and communication reimbursement as shown in Schedule "A".
5. Other Items – actual receipted cost - may include incidentals such as parking, use of public transportation, etc.
6. Monthly Incurred Expense Reimbursements – shall be provided with a monthly communications allowance to cover expenses related to personal communications (telephone, internet, smart phone, etc.) as shown in Schedule "A".
7. Reimbursement amounts shall be reviewed annually.

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# Summer Village of Nakamun Park Council Policy

Legal References:

Revisions:

Resolution Number	MM/DD/YY

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# Summer Village of Nakamun Park Council Policy

## Schedule "A"

### Honorariums

1. Council Meetings	\$ 100.00
2. Half Day Meetings/Conferences/Seminars (less than 4 hours)	\$ 100.00
3. Full Day Meetings/Conferences/Seminars (4 hours minimum)	\$ 150.00
4. Monthly Stipend for time spent dealing with residents on municipal business	\$ 50.00
5. Monthly Communications Allowance (phone/internet reimbursement)	N/A
6. Conference Call Meetings (no special rate, same as meeting rates above)	N/A

### Meal Expenses

When travelling on Summer Village business a claim can be made for meal allowances as per receipts provided to a maximum of:

\$ 15.00 for breakfast	(departure time earlier, or return time later, than 7:30 a.m.)
\$ 20.00 for lunch	(departure time earlier, or return time later, than 1:00 p.m.)
\$ 30.00 for dinner	(departure time earlier, or return time later, than 6:30 p.m.)

Meal expense reimbursement may include a gratuity of up to a maximum of 15% but may not include alcoholic beverages.

### Mileage Expenses

When employees or elected officials use their own vehicles for approved municipal business, the reimbursement rate shall be as determined by the Canada Revenue Agency (CRA) Automobile Allowance Rate guidelines, as amended from time to time.

Note: CRA Automobile Allowance Rate for 2019 is:

- \$0.58/km (for first 5000km driven)
- \$0.52/km (after 5000km is exceeded)

### Accommodation Expense

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# Summer Village of Nakamun Park Council Policy

When travelling on Summer Village business the actual cost of the accommodation may be claimed upon receipts being provided.

## **Incidental Expenses**

Other incidentals such as telephone calls and parking will be paid upon receipts being provided.

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(3) The notification and reasons must be in writing and be served personally on the officer or sent by regular mail to the last known address of the officer.

(4) If requested by the officer, council must give the officer or the officer's representative a reasonable opportunity to be heard before council.

(5) A chief administrative officer whose appointment is revoked without cause is, subject to any written agreement between council and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(6) A chief administrative officer whose appointment is revoked with cause is, subject to any written agreement between council and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s206;1995 c24 s24

#### **Chief administrative officer's responsibilities**

**207** The chief administrative officer

- (a) is the administrative head of the municipality;
- (b) ensures that the policies and programs of the municipality are implemented;
- (c) advises and informs the council on the operation and affairs of the municipality;
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

1994 cM-26.1 s207

#### **Performance of major administrative duties**

**208(1)** The chief administrative officer must ensure that

- (a) minutes of each council meeting
  - (i) are recorded in the English language,
  - (ii) include the names of the councillors present at the council meeting,
  - (iii) are given to council for adoption at a subsequent council meeting, and
  - (iv) are recorded in the manner and to the extent required under section 216.4(6) when a public hearing is held;



- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
  - (c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
  - (d) the council is advised in writing of its legislative responsibilities under this Act.
- (2) Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

RSA 2000 cM-26 s208;2015 c8 s22;2019 c22 s10(7);2022 c16 s(83)

#### Delegation by chief administrative officer

**209** A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

RSA 2000 cM-26 s209;2015 c8 s23

#### Designated officers

**210(1)** A council may

- (a) by bylaw establish one or more designated officer positions, give each of the positions a different title and specify which powers, duties and functions of a designated officer under this or any other enactment or bylaw are to be carried out by which positions, and
  - (b) appoint individuals to the designated officer positions.
- (2), (3) Repealed 2022 c16 s9(44).
- (4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.
- (5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if
- (a) no position of designated officer has been established by council,
  - (b) the position of designated officer is vacant, or