

Town of Sexsmith Policy Manual – Councillor

1. Introduction

1. Use of Policy & Procedure Manual
2. History of Sexsmith
3. Legislative

2. Council

1. Directory of Council Members
2. Directory of Municipal Officials
3. Committee & Board Members
4. Bylaw No. 1040, Council Code of Conduct
5. Bylaw No. 1041, Procedural Bylaw for Council Meetings
6. Bylaw No. 949, Corporate & Community Services Committee
7. Procedures of Council
8. Public Access to Council Meetings
9. Town Councillor Absenteeism
10. Sale or Leasing of Land by a Town Councillor to the Town
11. Town Councillor Service Awards
12. Council Service (Historical – Present)
13. Annual Council & Staff Christmas Party
14. Council Remuneration & Meeting Attendance
15. Round Table Discussion
16. Cell Phone & Electronic Devices
17. Mandatory Council Benefit
18. Council Open House Policy

3. Organization

Organizational Chart

1. Chief Administrative Officer Job Description
2. Public Works Superintendent Job Description
3. Public Works Lead Hand
4. Public Works Equipment Operator
5. Public Works Seasonal Summer Worker
6. Public Works Seasonal Operator
7. Administrative Supervisor Job Description
8. Accounting Technician Job Description
9. FCSS/Community Services Coordinator Job Description
10. Library Board Regulations/Shannon Municipal Library Job Description
11. Administrative Assistant to CAO Job Description
12. Administrative Assistant Job Description
13. Wellness Coordinator
14. Firefighter 1
15. Firefighter 2
16. CAO Contingency Succession Plan

4. Policy Statements

1. Report for Council

2. Payment of Travel & Subsistence
3. Elected Officials Time Sheet
4. Long Service Awards
5. Tender Policy
6. Social Media Policy
7. Posting of Council Minutes & Highlights
8. Public Participation
9. Terms of Reference, Economic Development Committee
10. Staff & Council Apparel Budget
11. Nuisance & Unsightly Premises Policy
12. Flood Mitigation Policy
13. Aquatera Discretionary and Mandatory Dividend Policy
14. Budget Process Policy
15. Franchise Fee Policy
16. Tax Policy
17. Debt Management Policy
18. Reserve Fund Management
19. Flag Half Mastng Policy
20. Staff Dress Code Policy
21. Council Dress Code Policy
22. Disposal of Electronic Devices
23. Grants to Organizations Policy
24. Notification of Outstanding Taxes Policy
25. Donations to Sexsmith Community Foundation

Use of Policy and Procedure Manual

Policy is a settled course adopted and followed by a government institution, body or individual.

Procedure is the customary method of conducting business in a deliberate body, parliamentary order: as rules of procedure.

Policy is set by Council and the administration properly administers the same. Procedure is the method by which the administration administers the policy.

This policy and procedure manual is designated to consolidate all the policies established by Council regarding the operation of the Town of Sexsmith.

This manual should be beneficial to all users and especially useful to new members of Council and Town staff.

This manual should be amended, extended and brought to date regularly so it is a ready reference for the Council and staff of the Town. The policy and procedure manual can only be amended or added to by Motion of Bylaw of council.

Notwithstanding the requirements for amendment of these policies, the CHIEF ADMINISTRATIVE OFFICER, acting reasonably, shall have the discretion to reasonably modify any of the Personnel Policies in specific circumstances for individual employees where the CHIEF ADMINISTRATIVE OFFICER, after careful review, considers such modification necessary and in the best interests of the Town.

Councillors and staff should bring their manuals to each meeting for reference material and to update manuals with new or amended policies.

History of Sexsmith

By D. Jean Rycroft

The name 'Sexsmith' has intrigued everyone since Sexsmith came into being in 1916. Sexsmith was the second name chosen for our Town site. Originally named 'Bennville' after early 1911 settler, J. B. (Benny) Foster, upon whose homestead the Town site was established, the name changed when it was discovered that there was already a Town bearing that name. Our Town became Sexsmith in honor of David Sexsmith, a trapper and trader who first came into the area, in 1898, and set up a stopping place just north of the present Town, in 1912. Sexsmith re-established his store and post office at the present Town site in 1916, the same year the railroad reached the Town site.

During the next ten years, Sexsmith grew by leaps and bounds as businesses of all kinds flourished and the population grew accordingly. In 1929, Sexsmith, with a population of 250, was incorporated as a village. Assisting the new babies into the world, at that time, was the Nightingale of the North, Johanna Haackstad, who ran the local maternity home.

The Sexsmith area, having fertile black soil and easily cleared, prairie-like land, was among the first districts in the Peace River country to be completely settled. Consequently, the grain companies quickly built elevators in Sexsmith, beginning in 1917 and peaking when Sexsmith became the Grain Capital of the British Empire, in 1949, shipping more grain than any other port in the Empire.

In 1976, the Northern Alberta Canola Plant went into production, employing 80 people and drawing farmers from all over northern Alberta.

Sexsmith achieved Town status, in 1979. At that time, the population was 1,064. The population, as of 1986, grew to 1,345. The population of April 1, 1997 has grown to 1,578 and the future looks promising for continued growth.

In the last twenty years, oil gas and lumber industries have grown tremendously and many of the townspeople are employed in these fields. This area is one of the largest grain producing areas in the world and the combination of fertile soil and hardworking community-minded people, who have managed to provide excellent educational, religious, recreational and cultural facilities and programs, continue to make Sexsmith a great place to live and raise our families.

Sexsmith – where Town and country meet. It is the natural choice!!

Legislative

A Town is an incorporated municipality containing a population of over 2600 inhabitants. The operation of a Town is guided by the statutes of Alberta, 2000 Chapter M-26 as rewritten in the MUNICIPAL GOVERNMENT ACT and various provincial legislative acts, such as:

1. Local Authorities Election Act
2. Expropriation Act
3. Administrative Procedures Act

The governing body of a Town is the Town Council, which consists of six Councillors and the Mayor. At an annual organizational meeting, Town Council appoints members to various agencies, such as the Emergency Services Board, Library Board, Agricultural Society, Chamber of Commerce, SMEDA, historical Society and any others that may come into being from time to time.

Elections of the six Councillors and Mayor are held every four years, in accordance with the Local Authorities Election Act.

Decisions of Council are conveyed through Council Motions, made at meetings of Council, and through Town Bylaws, which are passed by Council Motion.

Town of Sexsmith

Town Council 2021-2025

Mayor Kate Potter	Box 114, Sexsmith, AB T0H 3C0 Cell: 780-978-1820
Councillor Jonathan Siggelkow	Box 3041, Sexsmith, AB T0H 3C0 Home: 780-568-2998 Cell: 780-830-6708
Councillor Daycie Bohning	Box 9, Sexsmith, AB T0H 3C0 Cell: 780-933-1951
Councillor Bruce Black	Box 479, Sexsmith, AB T0H 3C0 Home: 780-568-9712 Cell: 780-832-6975
Councillor Clinton Froehlick	Box 646, Sexsmith, AB T0H 3C0 Cell: 780-814-3034
Councillor Dennis Stredulinsky	Box 784, Sexsmith, AB T0H 3C0 Cell: 780-933-0149
Councillor Ken Hildebrand	Box 731 Sexsmith, AB T0H 3C0 Cell: 780-228-1339

Directory of Municipal Officials

MUNICIPALITY Town of Sexsmith

Names of Elected Officials

Mayor
Kate Potter
Councillors
Jonathan Siggelkow
Daycie Bohning
Bruce Black
Clinton Froehlick
Dennis Stredulinsky
Ken Hildebrand

Names of Appointed Officers

Official Title	Name	Title
Chief Administrative Officer	Rachel Wueschner	Chief Administrative Officer
Assistant CAO		Development Officer

Municipal Information

Mailing Address: Box 420, Sexsmith, Alberta T0H 3C0
Location Address: 9921 – 100 Street
Telephone Number: (780) 568-3681
Fax Number: (780) 568-2200
Office Hours/Days Open: Monday – Friday, 8:30 A.M. to 12:00 p.m. and 1:00 P.M. to 4:30 P.M.
Council Meeting Days: 1 st and 3 rd Monday of each month @ 6:30 p.m. or Tuesday following a statutory holiday. Sexsmith Council Chambers 9927-100 Street, Sexsmith, AB

Auditor Information

Name/Address: MNP LLP 700, 9909 – 102 Street Grande Prairie, Alberta T8V 2V4
Telephone Number: 780-831-1700 Fax Number: 780-539-9600

Town Council

The Town Council consists of

7 elected officials:

1 Mayor

6 Councillors

Elected every four years.

Lead by Chief Elected Officials

Deputy Mayor July 1, 2024, to February 28, 2025	Councillor Dennis Stredulinsky
Deputy Mayor March 1, 2025, to October 20 th , 2025	Councillor Clint Froehlick
Deputy Mayor is the alternate for:	NAEL, Aquatera Utilities
Chairperson for Council Meetings	Mayor Kate Potter

Committee & Board Appointments from November 1, 2024, to Organizational meeting in October 2025

Monthly Meetings/Longer Meetings	Meetings Quarterly or Less	Alternate Committee Member
Bruce Black	South Peace Physician Attraction & Retention (3 rd Thursday @ 7:00 p.m.)	Sexsmith Agricultural Society (4 th Wednesday)
Corporate Services (4 th Monday @ 6:30 p.m.) *	Recreational Opportunities Task Force	
Municipal Planning Commission **		
EDAC		
Clint Froehlick	County Recreation Board	Corporate Services (4 th Monday @ 6:30 p.m.) *
	Sustainability Committee (3 rd Tuesday)	FCSS (3 rd Tuesday)
		Peace Library System Board
Daycie Bohning		
Grande Prairie Sports Connection	Sexsmith Agricultural Society (4 th Wednesday)	Sustainability Committee (3 rd Tuesday)
Corporate Services (4 th Monday @ 6:30 p.m.) *	Recreational Opportunities Task Force	County Recreation Board
	ICC **	
Jonathan Siggelkow		
Grande Spirit Foundation	West County Regional Landfill	GPREP
Community Futures (2 nd Thursday)	ICC**	Grande Prairie Sports Connection
EDAC		
Kate Potter		
Corporate Services (4 th Monday @ 6:30 p.m.) *	Aquatera Utilities*	West County Regional Landfill
Grande Prairie Regional Tourism Association	NAEL	Sexsmith Wellness Coalition
Municipal Planning Commission **	ICC**	South Peace Physician Attraction & Retention (3 rd Thursday @ 7:00 p.m.)
EDAC	GPRRC	PRED/NTAB
Ken Hildebrand		
Sexsmith District Museum Society (3 rd Thursday)	Sexsmith Wellness Coalition	ICC**
PRED/NTAB	GPREP	Recreational Opportunities Task Force
Municipal Planning Commission **		GPRRC
Dennis Stredulinsky	Peace Library System Board	Municipal Planning Commission **
FCSS (3 rd Tuesday)	Recreational Opportunities Task Force	Sexsmith District Museum Society (3 rd Thursday)
Town of Sexsmith Library Board		
Corporate Services **		

* Denotes committees in which the CAO attends

** Denotes boards/committees in which the CAO acts as a secretary only

Membership

Municipal Planning Commission – Bylaw No. 980, (3) members of Town Council

Corporate Services – Bylaw No. 949, Minimum of (2) maximum of (3) members of Town Council with the Mayor as ex-officio whenever possible

Sexsmith Curling Club – Representative to be selected as meeting arise.

Sexsmith Community Centre Board – Representative to be selected as meeting arise.(Administration as contact)

BYLAW NO. 1040-2021, “CODE OF CONDUCT FOR COUNCILLORS”
TOWN OF SEXSMITH
Municipal Government Act, RSA 2000 Chapter M-26
Part 1, Section 3; Part 2; Part 5, Section 146.1 and Section 153

Being a Bylaw in the Town of Sexsmith in the Province of Alberta for the purpose of establishing a Code of Conduct for Councillors.

WHEREAS, pursuant to Part 2 of the *Municipal Government Act* (MGA), S.A. 2000, M-26, a council may pass a bylaw for municipal purposes;

WHEREAS, pursuant to Part 5, Section 146.1 and 153 of the MGA a council must by bylaw establish a code of conduct governing the conduct of councillors and councillors have a duty to adhere to the code of conduct established by the council; and

WHEREAS, the citizens and the taxpayers of the Town have the right to be served by a Council committed to conducting its service in an ethical, impartial, businesslike, and professional manner;

WHEREAS, Sexsmith Town Council deems it necessary to establish a Council Code of Conduct to guide members of Council, reflecting the values of the Town of Sexsmith, its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and leadership;

WHEREAS, the Council Code of Conduct is a supplement to the existing federal and provincial statutes, laws, and policies governing the conduct of municipal elected officials, and;

WHEREAS, Sexsmith Town Council has considered Sections 3 and 153 of the MGA in establishing this Council Code of Conduct;

NOW THEREFORE, the Council for the Town of Sexsmith, duly assembled, enact as follows:

1. TITLE

- a. This Bylaw will be cited as the “Council Code of Conduct”.

2. DEFINITIONS

- a. “CAO” means the Chief Administrative Officer for the Town;
- b. “Town” means the Town of Sexsmith;
- c. “Council” means all members of Council duly elected and holding office;
- d. “Councillor” means any member of Council including the Mayor and Deputy Mayor;
- e. “Town Property” means the Town’s financial and non-financial assets including but not limited to land, vehicles, equipment, electronic devices and documents;
- f. “Confidential” or “Confidential Information” includes:

- i. information or records that are that are within one of the prohibitions against disclosure in Division 1 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. M-26, as amended, and;
- ii. information or matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- g. “Director” mean an employee of the Town that reports directly to the CAO and may carry some delegated or designated duties of the CAO.

3. CODE OF CONDUCT

a. Representing the Town

- i. All councillors shall:
 - 1. work for the common good of the Town citizens and taxpayers while promoting the public interest and advancing the mandate and long-term interests of the Town;
 - 2. conduct Council business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual councillor cannot exercise individual authority over the Town;
 - 3. exercise their duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances;
 - 4. exercise their duties by placing the interests of the Town ahead of their personal interests; and
 - 5. exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

b. Communicating on behalf of the Town

- i. The Mayor, or in his/her absence the Deputy Mayor, is the official spokesperson for the Town;
- ii. All councillors acknowledge that official information related to the decisions of Council will be communicated to the community and the media by the Mayor, or in his/her absence the Deputy Mayor, on behalf of the Council as a whole.
- iii. When using social media platforms in in their official capacity as elected officials of the Town of Sexsmith, councillors shall:
 - a. Take reasonable measures to use social media for the greater good of their constituency and the Town.
 - b. Use social media as a platform to support the work of Council, administration, policies, programs, and decisions of the Town and not criticize the Council, town, municipal partners, other levels of government, or administration.
 - c. Maintain confidentiality by not posting any information discussed in closed sessions or private meetings. Information that would not normally be presented in a public forum shall not be shared.
 - d. Not post private or confidential information about fellow councillors, Town employees, or constituents. Councillors shall not discuss situations

involving named, pictured, or otherwise identifiable individuals without their expressed permission.

e. Not act in place of Town administration by answering questions from constituents. Councillors shall refer questions on matters of operations to administration when unable to respond with accurate or timely information.

f. Endeavor to provide accurate and timely information to constituents in an accessible and professional manner.

g. Endeavour to maintain separate social media accounts for their personal and professional activities.

h. Ensure decisions and initiatives of Council have been made public by administration before being shared through social media.

c. Respecting the decision-making process

i. All councillors shall:

1. foster respect for the democratic decision-making process; and
2. work towards effective and consistent implementation of the policies and/or decisions of Council.

d. Adherence to policies, procedures and bylaws

i. As the Town's stewards and decision makers, all councillors shall respect and adhere to the established policies, procedures and bylaws of the Town, showing commitment to performing their duties and functions with care and diligence.

e. Respectful interaction with councillors, staff, the public and other members of society

i. All councillors shall:

1. treat fellow councillors, administration/staff and the public with respect, concern and courtesy;
2. demonstrate the highest standards of personal integrity and honesty; and
3. communicate and work with fellow councillors in an open and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ from their own.

f. Confidential information

i. All councillors shall hold and maintain in strict confidence all confidential information and shall not, either directly or indirectly, release, make public or in any way divulge or disclose any confidential information unless expressly authorized by Council and permitted by law to do so, or required by law to do so.

g. Conflict of interest

i. No councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Prohibited activities include but are not limited to:

1. use of any influence of the office for any purpose other than official duties;
2. use of any information gained in the execution of the office that is not available to the general public (including but not limited to confidential information) for any purpose other than for official duties;

3. place themselves in a position of obligation to any person or organization who might reasonably benefit from special consideration or may seek preferential treatment; and
4. influence any Council decision or decision-making process involving or affecting any person or organization in which a councillor or councillors have a financial interest.

h. Improper use of influence

- i. All councillors shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration, and shall:
 1. refrain from giving direction to any municipal employee or contracted resource, except through the CAO;
 2. convey all concerns or requests for action or information directly to the CAO, or Mayor or, where appropriate and as agreed by the CAO, may communicate with a Director;
 3. not in any circumstances commit the Town to any specific course of action, expenditure, or use of municipal resources outside of the Town's established budget, policies, procedures, or as otherwise authorized by Council;
 4. not solicit, demand or accept the services of any municipal employee or contracted resource;
 5. avoid any situation in which a friendship, social relationship or social interaction with a member of staff may be seen to create undue influence, access to information, conflict of interest, or to undermine the authority of the CAO; and
 6. not express any opinion on the performance of any municipal employee with exception of the formal CAO performance evaluation as specifically required by MGA;
 7. not advocate for the promotion, sanction, or termination of any municipal employee.

i. Use of municipal assets and services

- i. No councillor shall use or attempt to use Town property, funds, services, or information for personal benefit or the benefit of any other individual.
- ii. No councillor shall use the Town logo, email account, services or facilities for election or campaign-related activities.
- iii. Councillors may only use the Town's website, social media or electronic mail account for official duties. Councillors will maintain separate websites, social media, and electronic mail accounts for all campaign activities and communications.
- iv. Councillors must not their office to gain an unfair advantage over other candidates, or to provide an unfair advantage for a candidate.

Orientation and other training attendance

v. All councillors:

1. must attend the orientation training offered to councillors in accordance with Section 201.1 of the MGA, and;
2. shall make their best efforts to attend all other applicable training offered to councillors.

4. COMPLAINTS

- a. Any person, in good faith, may report perceived wrongdoing by a councillor or make a complaint alleging a breach of the Council Code of Conduct by a councillor. All reasonable attempts shall be made to keep these reports and complaints confidential until a full investigation is completed in order to protect the complainant and the councillor.
- b. The report or complaint shall be:
 - i. in writing and shall outline the nature and specifics of the perceived wrongdoing or alleged breach;
 - ii. include the name of the complainant;
 - iii. signed and dated by the complainant;
 - iv. addressed to the Mayor (or in the case of perceived wrongdoing of the Mayor, to the Deputy Mayor);
 - v. marked “confidential”, and;
 - vi. mailed, emailed, or hand-delivered to the Town’s office.
- c. An anonymous report or complaint shall not be considered valid.
- d. All received reports and complaints shall be included in the in-camera session of a regular council meeting for Council’s consideration.
- e. Depending on the nature of the report or complaint, Council may do any one or more of the following:
 - i. dismiss the report or complaint as invalid;
 - ii. authorize the Mayor and Deputy Mayor (or in the case of perceived wrongdoing or an alleged breach by the Mayor, the Deputy Mayor and one councillor; or in the case of perceived wrongdoing or alleged breach by the Deputy Mayor, the Mayor and one councillor), to investigate the report or complaint and report to Council;
 - iii. request a legal opinion regarding the report or complaint, or;
 - iv. request the Town’s legal counsel to investigate the report or complaint and report to Council through the Mayor (or in the case of perceived wrongdoing or an alleged breach by the Mayor, through the Deputy Mayor),
- f. The results of any investigation arising from a report or a complaint, and Council’s decision regarding the report or complaint, shall be communicated to the public and may be subject to the exceptions to disclosure in Division 1 of Part 1 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. M-26, as amended
- g. If a report or complaint is determined to be valid by the majority of Council, Council may in its discretion impose sanctions, defining the specific action to be taken by Council resolution.

5. SANCTIONS

- a. Council may impose sanctions on a councillor who contravenes the Council Code of Conduct in the following forms:
 - i. a letter of reprimand;
 - ii. requesting a letter of apology;
 - iii. requesting to attend training;
 - iv. suspension or removal from the Deputy Mayor position;
 - v. suspension or removal from some or all council committees and bodies to which council has the right to appoint members;
 - vi. restricting the privileges of attending conferences and workshops at the Town's expense;
 - vii. reduction or suspension of remuneration as council may deem appropriate and in accordance with MGA.

6. REVIEW

- a. The Council Code of Conduct Bylaw must at a minimum be reviewed at least once every four (4) years starting from the date this Bylaw comes into effect.

7. This Bylaw shall come into effect upon the date of the final passage thereof.

Read a first time this 20th day of September, 2021.

Read a second time this 20th day of September, 2021

Read a third time and finally passed this 20th day of September, 2021.

Kate Potter
Mayor

Rachel Wueschner
Chief Administrative Officer

**BYLAW NO. 1092-2025, “PROCEDURAL BYLAW FOR COUNCIL MEETINGS”
TOWN OF SEXSMITH**

Municipal Government Act, RSA 2000 Chapter M-26

Part 1, Section 3; Part 2; Part 5, Section 180, 181, 192, 193, 194, 197 and 198

Being a Bylaw in the Town of Sexsmith in the Province of Alberta to Regulate the Proceedings of Council Meetings.

Pursuant to the Municipal Government Act, Statutes of Alberta, 2000, Chapter M-26 and amendments thereto, the Council of the Town of Sexsmith in Council duly assembled enacts as follows:

This Bylaw may be cited as the “Procedural Bylaw for Council Meetings”.

Council hereby establishes the following rules and regulations to provide for the order and efficient conduct of council meetings.

1. Organizational Meeting

- (a) The Council will hold an Organizational Meeting annually not later than two weeks after the third Monday in October in accordance with Section 192 of the MGA.
- (b) Council, at the Organizational Meeting:
 - (i) Shall elect one member to serve as the Deputy Chief Elected Official.
 - (ii) May elect a person to preside at council meetings as Chairperson
 - (iii) May elect another person as Deputy Chairperson to preside at Council meetings in the absence of the Chairperson.
 - (iv) Shall determine the terms of the above, or Council may appoint as six-month rotating positions.
 - (v) Council shall elect members for a one-year period for all committees of Council.
 - (vi) Chief Elected Official or Chairperson shall correspond with Councillors with an invitation to declare which committees of Council they wish to sit on, along with a request to submit their hours of availability and rationale for their desire to be on the committees.
 - (vii) Chief Elected Official or Chairperson will use the criteria described in part 1. (b) (vi) when making the final committee member recommendations to Council.
 - (viii) Shall set the times, dates and places for regular meetings of Council.
 - (ix) Shall review and sign a copy of the code of conduct for elected officials.
 - (x) Shall review Council remuneration, travel and subsistence policies.
 - (xi) Shall appoint signing authorities and make any other necessary appointments.
 - (xii) Section 203 of the MGA allows council to by bylaw delegate any of its powers, duties or functions (subject to certain exceptions) to a council committee. The committee has only those powers, duties and functions that are assigned to it by Council in the bylaw in question. Unless specified by bylaw Council Committees shall advise CAO of any request to send out correspondence. The request will be examined by the CAO to determine if Council approval is required for such correspondence.
 - (xiii) Council committee expenditures may be made without a special resolution of Council from the approved budget for that committee up to \$250.00 for an

individual transaction. Expenditures exceeding this amount must first be approved by resolution of Council.

2. Ex-Officio

The Chief Elected Official shall be recognized as an ex-officio Member of every Standing Committee and, as such, has the same rights as other Committee Members but is not obligated to attend meetings and is not counted in determining if a quorum is present. The Chief Elected Official may participate in the business of the Committee without restrictions and is not entitled to a vote.

3. Agendas for Council Meetings

- (a) The agenda for each regular and special meeting shall be prepared by the Chief Administrative Officer or designate and submitted together with copies of all pertinent correspondence, enactments and reports to each member of Council at least two (2) days prior to each regular meeting.
- (b) No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council by a majority vote agree to the item being placed on the Agenda. The Chief Elected Official, any Councillor or the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the Agenda because of its emergent nature before the motion is put to a vote. Addition of an item of business will require this item to be added by a separate resolution of Council after the agenda has been adopted. Emergent item is defined as ***“a time sensitive matter that requires Council’s or a Standing Committee’s immediate and urgent consideration and where previous notice is not practical”***
- (c) Committee of the Whole Council meetings will be held once monthly if needed as set at the annual organizational meeting. These meetings will consist of delegations and upcoming regular council meeting business agenda items requiring in depth discussions. Potential Items for Future Agenda will also be discussed at Committee of the Whole Meetings. A maximum of three delegations may be considered at a Committee of the Whole meeting. These meetings will be held solely to hear delegations and to allow for discussion on upcoming Council business agenda items with recommendations being brought back to Council. Delegations may be heard at regular council meetings if the matter is of an emergent nature requiring immediate attention.
 - i) Any Councillor wishing to have an item of business placed on the agenda as a potential future agenda item, shall make the submissions to the Chief Administrative Officer or designate not later than 4:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Chief Administrative Officer or designate to enable Council to deal with the matter.

During the “Potential Items For Future Agenda” portion of the Committee of the Whole meeting any Councillor or the Chief Elected Official, may present to Council a future agenda item. The Council member would have 4 minutes to present the item to the rest of Council and 4 minutes to clarify the potential agenda item. Council would determine by resolution whether the item will be added to a future agenda. If the item needs to be dealt with by a specific date this will included in the resolution. Otherwise, future agenda items will be added as time allows. It is encouraged that only one item be presented in a meeting by ~~an~~ each elected official in respect of other members of Council.

- (d) Full Council agenda will be posted on the Town website the morning of the date of the council meeting.

Any issue deemed by Council to require research and answers from the Chief Administrative Officer and staff must be so requested by resolution.

4. General Rules of Council

- (a) The Council shall hold as many meetings in each year as they consider necessary to adequately deal with the business of the municipality. Regular meetings shall commence at a time previously approved by Council and shall endure for a maximum 3 hour period. If a session is to endure longer than the 3 hour period, a majority vote of Council must pass to extend the time of adjournment.
- (b) If Council changes the date or place of their regularly scheduled meeting, a minimum of 24 hours' notice of the change shall be given to any Councillor that was not present at the meeting at which the change was made and to the public. Public notice shall be posted in the Town Office in accordance with Section 193 of the MGA.
- (c) The Chief Elected Official may call a special council meeting whenever the official considers it appropriate to do so. The Chief Elected Official must also call a special council meeting if the official receives a written request for the meeting, stating its purpose, from the majority of the Councillors. The Chief Elected Official calls a special council meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held
- (d) Notwithstanding subsection (c) a special council meeting may be held with less than 24 hours' notice to the Councillors and without notice to the public if at least 2/3 of the whole Council agrees to this in writing before the beginning of the meeting. Also, no matter other than that stated in the notice calling the special council meeting may be transacted at the meeting unless the whole Council is present at the meeting and the Council agrees to deal with the matter in question in accordance with Section 194 of the MGA.
- (e) A regularly scheduled meeting of Council may only be cancelled by a resolution of Council at a regular council meeting or special council meeting where there is quorum in accordance with Section 180 and 181 of the MGA.
- (f) The Council shall hold their meetings openly and no person shall be excluded except for improper conduct in accordance with 198 of the Municipal Government Act, Chapter M-26.
- (g) Notwithstanding subsection (e), Council may by resolution: exclude any person or persons from the meeting if matters under discussion are as outlined in Section 197 of the Municipal Government Act, Chapter M-26. Council shall consider this meeting or portion thereof "closed to the public". During this time, Council will have no power to pass a Bylaw or resolution, apart from the resolution necessary to revert back to a meeting "open to the public". In accordance with Section 197 (4), 197(5) and 197(6) of the Municipal Government Act, Chapter M-26 the names of those present during a portion of the meeting "closed to the public" whom are not Councillors shall be recorded in the minutes and members of the public will be notified when the meeting reverts back to a meeting "open to the public" and reasonable time will be provided for them to join the meeting before re-starting the meeting. Council will by resolution approve and identify the basis for entering the portion of the meeting "closed to the public" and identify the related FOIP section that applies.

- (h) As soon after the hour of the meeting as there shall be a quorum present, the Chairperson shall take the chair and call the meeting to order.
- (i) In case the Chairperson or Deputy Chairperson is not in attendance within fifteen (15) minutes after the hour appointed for the meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order, and a chairperson shall be chosen by the Councillors present. The Chairperson shall preside during the meeting or until the arrival of the Chairperson or the Deputy Chairperson.
- (j) If there is no quorum present within half an hour after the time appointed for a regular meeting of Council the Chief Administrative Officer shall record the names of the members of Council who are present, and the meeting shall be absolutely adjourned until the next regular meeting unless a special meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the council chambers
- (k) The Chairperson or presiding official shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution, and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of member present.
- (l) When the Chairperson or presiding official is called upon to decide a point of order or practice he shall do so without argument or comment and shall state the rule of authority applicable to the case.
- (m) Every member wishing to speak to a question or motion shall address himself/herself to the Chairperson or presiding official.
- (n) Each speaker who is a Council member shall be limited to 3 minutes per agenda item to speak and given a 2nd opportunity to speak for 2 minutes on the agenda item, in exception to the Council member that made the motion to whom the final word will be given and by whom any amendments to the original motion can be made. If the intent of the motion has changed, Council members will each be given the opportunity to speak one more time.
- (o) Each speaker who is a member of the public shall be limited in the Public Session portion of the meeting to 5 minutes per issue to present and fifteen (15) minutes for questions, with one question per Councillor. If time prevails after all Councillors have asked their questions, then they may ask more questions. Presentations can be extended by majority of Council. If Public Session is a part of the regular council meeting. Public Hearings will be treated in a similar fashion.
- (p) Council shall hear delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda at Committee of the Whole Council meetings held once monthly. The order may be changed by a majority vote of the member 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. With prior approval from the CAO they may extend their presentation time. Administration is to request all information ahead of time from the presenter. Presentations need to be sent to Administration by Wednesday prior to the meeting. Each Councillor may ask (1) question and a clarifying follow up question as needed. After the first round of questions, each Councillor may ask another question if time permits. After initial (2) rounds of questions, additional questions may be asked at the discretion of the majority of Council. Questions must relate to something that has not already been discussed.
- (q) A motion submitted to Council does not require a seconder.

- (r) When a motion has been made and is being considered by Council, no other motion may be made and accepted except:
 - (i) A motion to refer the main question to some other person or group for consideration;
 - (ii) A motion to amend the main question;
 - (iii) A motion to table the main question; provided that a motion to table shall not be debated except as to the time when the matter will be considered again when the meeting reconvenes.
 - (iv) A motion to postpone the main question to some future time;
 - (v) A motion to adjourn the meeting.
- (s) Where a question under consideration contains distinct propositions, the vote upon such proposition shall be taken separately when any member so requests or when the Chairperson or presiding official so directs.
- (t) After any question is finally put by the Chairperson or other presiding official, no member shall speak to the question, nor shall any other motion be made until after the result of vote has been declared. The decision of the Chairperson or the presiding official as to whether the question has been finally put shall be conclusive.
- (u) 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. No one shall enter a session “closed to the public” after it has begun.
- (v) The Chief Administrative Officer shall record in the minutes each time a member of Council excuses themselves by reason of a pecuniary interest or conflict of interest.
- (w) 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 official.
- (x) Council may adjourn from time to time to a fixed future date any regular or special meeting of Council which has been duly convened but not terminated. The object of adjourning is to finish the business which the meeting was called to transact in the first place, but which has not been completed.
- (y) Council shall not reconsider the same motion or reading of a bylaw that has been defeated for a period of one year from the date of such motion or defeat of the bylaw, except in accordance with subsection (y) below. Any matter of meeting conduct which is not herein provided for shall be determined in accordance with “Roberts Rules of Order.
- (z) When Council wishes to reconsider a motion or reading of a Bylaw that has been defeated, then a Councillor shall bring the matter before Council by Notice of Motion which shall:
 - (i) Be given at a regular meeting preceding the meeting at which Council wishes to reconsider the matter; and
 - (ii) Such Notice of Motion shall be provided to Council in writing, via the agenda, stating the information or conditions pertinent to reconsidering the motion or reading; and

- (iii) Be brought back only by a member who voted with the prevailing side—that is, voted in favor if the motion involved was adopted, or voted contrary if the motion was defeated; and
 - (iv) Be supported by a resolution of Council by a two thirds majority vote.
 - (v) If the Notice of Motion is passed by a two-thirds majority vote, the motion or reading may then be passed by a simple majority.
- (aa) The Chief Elected Official and or any Councillor will not use the title of Chief Elected Official or Councillor on any official correspondence that is not initiated in conjunction with the Chief Administrative Officer or by resolution of Council.

5. Meeting Through Electronic Communications

- (a) Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties, through the use of a personal computer ensuring that all Council members participating in the meeting are able to communicate effectively;
- (b) A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year, Council may also approve more time if required.
- (c) Notice must be given to administration by noon the day of the meeting in order to attend electronically.
- (d) with the exception of how you access the meeting, there shall be limited use of other electronic devices during the meeting if that device is assisting with the meeting as per the Cell Phone and Electronic Device policy.
- (e) A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remains active.
- (f) The Mayor, Deputy Mayor or Presiding Officer shall announce to those in attendance at the Council meeting that a Council member is attending the meeting by means of electronic communications.
- (g) When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes.
- (h) All Council members are required to attend Closed Sessions from time to time and will be required to complete an Undertaking regarding Closed Sessions stating that they will be alone and no one else will be present with them during the Closed Session in keeping with Section 153(e) of the Municipal Government Act, RSA 2000, Chapter M-26 which states “Councillors will keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public”.
- (i) If only the public will be present at the Council Chambers in the Town’s Administration Office and all Council members are participating by way of electronic communication, notice shall be posted in the Town’s Administration Office, 24 hours prior to the meeting, indicating the

manner in which the meeting will be conducted.

The requirements of this bylaw cannot supersede the requirement of the Municipal Government Act. Bylaws that require a public hearing cannot be reconsidered for second or third reading.

This Bylaw shall repeal Bylaw No. 1082-2024

Read a first time this 18th day of February, 2025.

Read a second time this 18th day of February, 2025.

Read a third time and finally passed this 3rd day of March, 2025.



Kate Potter, Mayor



Rachel Wueschner
Chief Administrative Officer

Town Of Sexsmith Bylaw No. 949

A Bylaw to Establish The Corporate And Community Services Committee Of Council.

Under Authority Of And Pursuant To The Provisions Of The Municipal Government Act, Statutes Of Alberta, 2000, Chapter M-26 With Amendments In Force As Of July 1, 2016, The Council Of The Town Of Sexsmith In The Province Of Alberta And

WHEREAS Section 145 of the Municipal Government Act empowers a Council to establish Council committees

NOW THEREFORE, the Municipal Council of the Town of Sexsmith duly assembled enacts as follows:

That the Council Committee known as Corporate and Community Services be incorporated according to the following:

SECTION I - TERMS OF REFERENCE

I.1 This committee will be responsible for advising Council on the following matters:

- Legislative services
- Council secretariat
- General administrative matters
- Operating and capital budget preparation
- Financial management
- Audit services
- Management information services
- Communication services
- Business licenses and Bylaw enforcement
- Delivery of protective services
- External relations, e.g. Associations, neighboring municipalities
- Recreational and cultural programs and facilities
- Special community events
- Other related matters referred by Council
- (The present Administrative Committee and Protective/Fire/Disaster Services_Committee will be included in this newly formed committee)

1.1 The Board shall consist of a minimum of two and a maximum of three Council members with the Mayor present whenever possible as ex-officio. As ex-officio on the committee, the Mayor must vote on issues considered. Mayor may represent an absent member.

1.2 The Board shall elect a Chairman from its members for a term of not less than one year.

1.3 The term of office of the members of the Board shall be not less than one year and is to be rotated on an annual basis but with one person remaining for continuity.

1.4 Any vacancy caused by death, retirement, or resignation of a member may be filled by resolution of council.

- 1.5 Membership on the Board will be determined at the annual Organizational Meeting beginning with the Organizational Meeting of the year 2000.

SECTION III – OPERATION AND CONDUCT OF BUSINESS

- III.1 The Board shall meet on a regular basis, monthly, unless an item of importance deems a Special meeting.
- III.2 The Board may request a person or persons to attend its meeting in an advisory capacity. The CHIEF ADMINISTRATIVE OFFICER is to appoint staff to be in attendance at the meetings.
- III.3 The Committee should take issues forward simply by consensus wherever possible.

IV – FUNCTIONS AND DUTIES OF THE BOARD

- IV.1 Recommendations of this Board will be reported to Council for final decision.
- IV.2 CHIEF ADMINISTRATIVE OFFICER or designate shall attend the Committee meetings and minutes shall be kept and copies added to the agenda packages for Council direction for final decisions.

This Bylaw shall repeal Bylaw No. 779.

Read a first time this 21st day of August, 2017

Read a second time this 21st day of August, 2017

Read a third time and finally passed this 5th day of September, 2017

Claude Lagace, Mayore

Rachel Wueschner
Chief Administrative Officer

Procedures of Council in Accordance with the Municipal Government Act

Definitions & Interpretations

- | | |
|----------------------------------|--|
| 1. <i>Agenda</i> | the agenda for a regular or special meeting of Council prepared by the Chief Administrative Officer |
| 2. <i>Bylaw</i> | means a Bylaw of the Town of Sexsmith |
| 3. <i>Business Arising</i> | business which has been raised a previous meeting and has not been completed |
| 4. <i>Chairman</i> | the person presiding at the meeting of Council |
| 5. <i>Committee</i> | a committee of Council |
| 6. <i>Committee of the Whole</i> | a "closed session" meeting of Council in which all members present sit as a committee and any discussions during this time are not recorded in the minutes |
| 7. <i>Council</i> | means the Mayor and Councillors of the Town of Sexsmith, presently and duly elected |
| 8. <i>Delegation</i> | a person or persons who have made an appointment to be included on the agenda of a meeting and address the Council at the respective meeting |
| 9. <i>Meeting</i> | means a meeting of Council |
| 10. <i>Member</i> | means a member of Council duly elected and continuing to hold office |
| 11. <i>Motion</i> | a decision of Council which is moved and voted on |
| 12. <i>Motion to Postpone</i> | a motion of the Council which postpones unfinished business to a future meeting |

Procedures of Council in Accordance with the Municipal Government Act (continued)

- | | |
|-------------------------|---|
| 13. <i>New Business</i> | business dealing with a matter which has not been previously introduced to a previous Council meeting |
| 14. <i>Quorum</i> | the majority of the valid and existing elected members of Council, which is required in order to hold a regular or special meeting of Council |

Organizational Meeting of Council

1. The Municipal Secretary shall fix the time and place for the organizational meeting of Town Council.
2. The organizational meeting of the Council shall be held annually, but not later than (2) weeks after the third (3rd) Monday of October.
Amended August 18, 1997
3. Every member of Council shall make and subscribe to the official oath prescribed by the Oaths of Office Act before entering on the duties and shall deposit the oath with the Municipal Secretary. A Councillor who has been elected for a four-year term is required to take the oath of office prior to the commencement of that term and does not have to subscribe annually.
Section 156, MGA Chapter M-26
4. Council, at the organizational meeting, shall elect one of its members for a term set out by Council, as Deputy Mayor, who in the absence of the Mayor, has all the powers of Mayor and shall perform all the duties of the Mayor. When both the Mayor and the Deputy Mayor, through illness, absence or other cause, are unable or unwilling to perform the duties of the office, the Council may appoint an Acting Mayor, who shall hold office for such time as the Council may fix and has all the powers and shall perform all the duties of the Mayor during that time.

Procedures of Council in Accordance with the Municipal Government Act (continued)

5. Other usual business conducted at the organizational meeting may include the establishment or confirming of date, time and place of regular meetings.
6. Council, at the organizational meeting, shall appoint members to act on committees, commissions, boards and other bodies on which Council is entitled to representation and appoint signing authorities.

Committee Appointments

All appointments of Council members to act on committees, commissions, boards and other bodies on which Council is entitled to representation, shall be made yearly at the organizational meeting, excepting that Council retains the right to make such appointments at any time during the year, whenever the need so requires in the opinion of council.

Regular Meetings

The Council shall hold as many meetings as are considered necessary to adequately deal with the business of the municipality.

Council shall hold its meeting openly and no person shall be excluded there from except for improper conduct.

Council, by resolution, may exclude any person when they adjourn into committee meeting of the whole, but Council have no authority to pass a Resolution or Bylaw when in a committee meeting of the whole, other than the Resolution to revert back to an open meeting.

Section 197, MGA Chapter M-26

Special Meetings

Written notice of a special meeting stating the time and place at which it is to be held and stating in general terms the nature of the business to be transacted thereat shall be given to each Councillor at his residence or place of business, not less than 24 hours prior to the meeting.

The Mayor may call a special meeting of the Council on any shorter notice, either oral or written, that he considers sufficient; however, no such special meeting may be held until at least 2/3 of the members of the Council give their consent in writing, by signing a waiver of notice of a special meeting of council, prior to the commencement of the meeting.

Procedures of Council in Accordance with the Municipal Government Act (continued)

No business other than that stated in the notice shall be transacted at any special meeting of council, unless all the members of the Council are present, in which case, by unanimous consent, any other business may be transacted.

Section 194, MGA Chapter M-26

Standing or special committees

The Council may appoint standing or special committee consisting of one or more of its members and may delegate to any such committee:

1. Any matter for consideration or inquiry, and
2. Any of the duties and powers imposed and conferred on the Council by the Municipal Government Act, except the power to borrow money, pass a Bylaw, or enter into a contract.

All committees shall be appointed on motion of a member, by consent of a majority of the Council, and any member of the Council may be placed on a committee notwithstanding the absence of such member at the time of his being named upon such committee.

Public Meeting

The electors may petition the Mayor for the calling of a public meeting of the electors of the municipality.

When the Mayor receives such valid petition in accordance with Section 222-226 of the Municipal Government Act, he shall within thirty days of receipt of the petition call a public meeting of the electors for the discussion of the municipal affairs or any other matter relating thereto.

The notice of public meeting is to be advertised at least once per week for two consecutive weeks in at least one newspaper or mailed or delivered to every residence in the area

Section 606, MGA, Chapter M-26.

Procedures of Council in Accordance with the Municipal Government Act (continued)

Jurisdiction of Council

The jurisdiction of Council is confined to the corporate limits of their municipality and to any property owned, controlled or managed by them but which lies outside of their municipality provided, however, that such land which lie outside of their municipality shall be subject to the limitations placed on that property by the municipality in which it is located. Various statutes may allow an extension of this rule in specific cases.

Section 12, MGA, Chapter M-26.

Action by Bylaw or by Resolution

Council may exercise and perform its duties and make binding decisions by resolution or by Bylaw.

In every instance, the enabling legislation for the action should be checked to see whether a Bylaw is required and:

- Whether any special notices or advertising must be carried out,
- Whether it requires approval by any other authority.

The terms “resolution” and “motion” are synonymous. A Resolution is an expression of the decision of Council or a directive of council, whereas a Bylaw is a legislative action.

Act by Bylaw when:

- Provincial statute specifically requires the action to be approved by Bylaw;
- The action or decision by Council may have to be enforced or defended by a court of law;
- The action to be taken effects the general public or a section of it;
- The action or rules are intended to be of a lasting nature.

Procedures of Council in Accordance with the Municipal Government Act (continued)

Voting

Unless it is otherwise determined by Council in its rules of conduct, a motion submitted to Council does not require a seconder and shall be passed by a majority vote of members present, except for certain matters, which are specified by legislation to require a two-thirds majority of a unanimous vote.

The Mayor, when present, and every Councillor present shall vote on every matter, unless, in specific cases where the Mayor or Councillor is excused by Resolution of Council from voting or unless disqualified from voting by reason of pecuniary interest in the matter in which case he shall not participate in any discussion on the matter.

Whenever any member of Council is excused from voting, the municipal secretary shall record the names of the persons excused and the reason therefore.

The secretary shall, whenever a recorded vote is demanded by a member of Council, record in the minutes the name of each member of Council present and whether the member voted for or against the matter. A recorded vote must be requested after motion and prior to voting. A tie vote shall be deemed to be decided in the negative.

Sections 185 & 186, MGA, Chapter M-26

Bylaw – Passing of

A Bylaw requires three separate and distinct readings but not more than two readings may be given at one meeting, unless all members present unanimously agree by Resolution to present it for third reading at the same meeting. Therefore, four separate Resolutions are required, if a Bylaw is to receive three readings at one meeting.

Certain Bylaws, such as ones pertaining to: zoning, long-term money borrowing, road closures, etc., may require advertising and/or approval by other approving authority before Council can finally pass them, as specified by the enabling legislation. Failure to carefully follow set conditions will render the Bylaw invalid.

Section 606(1), M-26 of MGA

Every Bylaw, after receiving third reading, shall be signed by the Mayor, or person presiding at the meeting at which the Bylaw was finally passed, and by the municipal secretary, or the person acting as secretary at the time of the meeting, sealed with the seal of the municipality.

Section 213 (3), M-26. of MGA

A Bylaw which has received three readings and finally passed can only be amended or repealed by passing another Bylaw with three complete readings. If the Bylaw on original passing required the assent of the electors, then it can only be amended or repealed by again receiving assent of the electors.

Section 191 (2), M-26, MGA

All Bylaws shall be filed in a register and indexed so as they can easily be referred to and shall be maintained as a permanent record.

Minutes

It is the duty and responsibility of the municipal secretary to record, without note or comment, all resolutions, decisions and other proceedings of all duly constituted Council meetings.

Section 208, M-26 of MGA

The minutes of all Council meetings shall contain:

1. The name of municipality, type of meeting and date, hour and place of meeting
2. Names of every member of Council present at the meeting.
3. Name of presiding officer.
4. Name of the municipal secretary or person acting as secretary.
5. If it is a special meeting, method of giving notice shall be recorded.
6. If a waiver of notice is signed by not less than two-thirds of the total members of Council, the copy of the waiver should be attached to the minutes.

Confirmation of Minutes

Before the confirmation of minutes of any meeting, members of Council should carefully peruse them to ensure that they are correctly recorded.

The minutes of each meeting shall be confirmed or adopted at the next regular meeting of Council. The last page of the minutes of each meeting shall be signed by the Chief Elected Officer or presiding officer and a designated officer (Chief Administrative Officer). It is good practice to have every page initialed by the CEO or presiding officer and CHIEF ADMINISTRATIVE OFFICER. Copies of all Council meetings shall be kept as permanent record of the municipality.

Section 208 (1), M-26, MGA

Procedures of Council in Accordance with the Municipal Government Act (continued)

Copies of Minutes

The minutes of all Council meetings, after they have been adopted by the Council, shall, at all reasonable times, be available for inspection by an elector. The municipal secretary shall, within a reasonable time after receiving a request in writing from an elector, furnish him or her with copies of any such minutes at a rate established by Bylaw.

Council Pecuniary Interest

A Councillor, who may have a pecuniary interest, shall so declare his interest before discussion on the question and shall not participate in the debate and voting. In some instances, the Councillor may wish to leave the room. The abstention from voting shall be recorded in the minutes.

Section 172, M-26, MGA

Town of Sexsmith Bylaw No. 1016

Please note that Bylaw No. 1016 of the Town of Sexsmith regulates the procedures of the Council in accordance with the preceding sections of the Municipal Government Act.

April 6, 2021

Policy Title: Public Access to Council Meetings

Policy Statement

Town Council meetings are open to the public, except for when the meeting is being convened “in camera”. Meeting will go “in camera” by Resolution. When reconvening the regular meeting, another Resolution is required. 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 held in public.

Section 197 (3) Chapter M-26 MGA

Everyone has a right to be present at Council meetings and Council committee meetings conducted in public, unless the person chairing the meeting expels a person for improper conduct.

Section 198 Chapter M-26, MGA

Council, in an effort to give the general public a chance to express their concerns, will allow a 15 minute “Public Session” at Council meetings, prior to any business being discussed. The items brought forward will be for information only and any further follow-up will be brought to the next regular Council meeting.

Delegations wishing to address a specific topic at a meeting must obtain an appointment through the Chief Administrative Officer or office staff by the Thursday morning prior to the next Council meeting. Delegations are limited to 15-30 minutes.

Policy Title: Town Councillor Absenteeism

Policy Statement

A Councillor is disqualified from Council if he or she is absent from all regular Council meetings held during any period of 8 consecutive weeks, starting with the date that the first meeting is missed.

Section 174 (1) (D), Chapter 26 MGA

A Councillor is not disqualified by being absent from regular Council meetings if the absence is authorized by a Resolution of Council passed:

1. At any time before the end of the last regular meeting of the Council in one 8-week period, or
2. If there is no other regular meeting of the Council during the 8-week period, at any time before the end of the next regular meeting of the Council.

A Councillor is not considered to be absent from a Council meeting if the Councillor is absent on Council business at the direction of Council.

Policy Title: Sale or Leasing of Land by a Town Councillor to the Town

Policy Statement

The Town of Sexsmith may lease or purchase land, or an interest therein, from a Town Councillor, providing compliance with the *Municipal Government Act, Chapter M-26, Section 170*, regarding pecuniary interests of Councillors.

Policy Title: Town Councillor Service Awards

Date Amended: April 29, 2009

Reference: Resolution 373-11-97, Resolution 152-04-09

Policy Statement

Town Councillors will receive a suitable gift as a service award, upon leaving Council, upon completion of the following years of service:

4 years	\$150
8 years	\$300
12 years	\$450
16 years	\$600
20 years	\$750

(amounts to be \$150 per term)

Council Service

Town of Sexsmith

Past Councils

-May 8, 1929-

Mayor J.N. Olson

Councillor J.D. McNaughton

Councillor W.H. MacEwen

-1930-

Mayor J.N. Olson

Councillor J.D. McNaughton

Councillor W.H. MacEwen

-1931-

Mayor J.N. Olson

Councillor J.D. McNaughton (Elected July 2, 1931)

Councillor W.H. MacEwen

-1932-

Mayor J.N. Olson

Councillor W.H. MacEwen

Councillor G.R. Sharpe (Elected February 8, 1932)

-1933- (Election February 13, 1933)

Mayor G.R. Sharpe

Councillor W.H. MacEwen

Councillor J.A. Weicker

Councillor J.N. Olson - only listed on March 1, 1933 minutes & not again

-1934-

Mayor J.A. Weicker

Councillor W. Shannon (Elected February 12, 1934)

Councillor G.R. Sharpe

-1935-

Mayor W. Shannon (Elected February 18, 1935)

Councillor G.R. Sharpe (Elected February 18, 1935)

Councillor J.A. Weicker

-1936-

Mayor G.R. Sharpe

Councillor W. Shannon

Councillor J.A. Weicker (Refused from attending Council from March 2-June 1, 1936)

-1937-

Mayor J.A. Weicker
Councillor G.R. Sharpe
Councillor W. Shannon (Elected February 13, 1937)

-1938-

Mayor J.A. Weicker
Councillor W. Shannon
Councillor G.R. Sharpe (Elected March 14, 1938)

-1939-

Mayor G.R. Sharpe
Councillor J.A. Weicker (Elected January 27, 1939)
Councillor W. Shannon

-1940-

Mayor G.R. Sharpe
Councillor W. Shannon (Elected February 1940)
Councillor J.A. Weicker

-1941-

Mayor J.A. Weicker
Councillor W. Shannon
Councillor H.M. McMillan (Elected March 3, 1941)

-1942-

Mayor McMillan (J.A. Weicker until March 16, 1942, then H.M. McMillan)
Councillor William Shannon
Councillor J.A. Weicker

-1943-

Mayor H.M. McMillan
Councillor W. Shannon (Elected February 2, 1943)
Councillor J.A. Weicker

-1944-

Mayor H.M. McMillan (Elected February 7, 1944)
Councillor J.A. Weicker
Councillor W. Shannon

-1945-

Mayor H.M. McMillan
Councillor D. Innes (No election mentioned; just shows up in minutes)
Councillor W. Shannon

-1946-

Mayor W.E. McNaughton (Elected February 27, 1946)
Councillor C. Anderson (No election mentioned; just shows up in minutes)
Councillor D. Innes

-1947-

Mayor W.E. McNaughton
Councillor C. Anderson (Elected February 1947)
Councillor E. Umbach (Elected September 1947; Innes resigned August 14, 1947)

-1948-

Mayor W.E. McNaughton
Councillor C. Anderson
Councillor E. Umbach (Elected February 1948)

-1949-

Mayor W.E. McNaughton
Councillor A. Menzies (elected February 1949)
Councillor C.J. Stojan (Elected February 1949)

-1950-

Mayor E. Umbach
Councillor A. Menzies
Councillor C.J. Stojan (Elected February 20, 1950)

-1951-

Mayor A. Menzies (Elected March 5, 1951)
Councillor C.J. Leonard (Elected March 5, 1951)
Councillor C.J. Stojan

-1952-

Mayor A. Menzies (Elected March 3, 1952)
Councillor C.J. Leonard
Councillor C.J. Stojan

-1953-

Mayor A. Menzies
Councillor C.J. Leonard
Councillor C.L. Larson (Elected March 9, 1953)

-1954-

Mayor J.M. Campbell (Menzies March 28, 1954 but resigned November 4, 1954)
Councillor A. Menzies
Councillor N. Demytruk (Elected March 5, 1954)

-1955-

Mayor J.M. Campbell
Councillor Dr. McCrum (Elected March 10, 1954 & resigned March 5, 1956)
Councillor N. Demytruk

-1956-

Mayor J. Stojan (Demytruk elected March 12, 1956; resigned May 3, 1956; then Stojan, then Olson in November 1956)
Councillor H.M. Olson (Oath of office April 5, 1956)
Councillor A.E. Hubler

-1957-

Mayor H.M. Olson
Councillor L. Larsen (Oath of Office March 11, 1957)
Councillor A.F. Hubler (Oath of Office March 11, 1957)

-1958-

(Election on Bylaw # 122 but no results given; following appear)
Mayor H.M. Olson
Councillor L. Larsen
Councillor A.F. Hubler

-1959- (No Election)

Mayor H.M. Olson
Councillor L. Larsen
Councillor A.F. Hubler

-1960- (No Election)

Mayor H.M. Olson (Appointed Mayor November 1, 1960)
Councillor L. Larsen
Councillor A.F. Hubler

-1961- (No Election)

Mayor H.M. Olson (Re-appointed Mayor October 30, 1961)
Councillor L. Larsen
Councillor A.F. Hubler

-1962-

Mayor H.M. Olson
Councillor C.R. Brown (Elected October 29, 1962)(Larsen resigned September , 1962)
Councillor T.J. Lock

-1963-

Mayor C.R. Brown
Councillor H.L. Gathercole (Official Oath November 14, 1963)
Councillor Mrs. E. McCrum (Official Oath November 14, 1963)

-1964-

Mayor C.R. Brown
Councillor H.L. Gathercole
Councillor R.S. Rycroft (Official Oath December 8, 1964)

-1965-

Mayor C.R. Brown (Official Oath October 26, 1965)
Councillor H.L. Gathercole
Councillor R.S. Rycroft

-1966-

Mayor C.R. Brown
Councillor H.L. Gathercole
Councillor R.S. Rycroft (Official Oath October 18, 1966)

-1967-

Mayor C.R. Brown
Councillor H.L. Gathercole (Official Oath October 23, 1963)
Councillor R.S. Rycroft

-1968-

Mayor C.R. Brown (Official Oath October 21, 1968)
Councillor H.L. Gathercole
Councillor R.S. Rycroft

-1969-

Mayor C.R. Brown
Councillor H.L. Gathercole
Councillor R.S. Rycroft (Official Oath October 8, 1969)

-1970-

Mayor C.R. Brown
Councillor L. Rode (Official Oath October 22, 1970)
Councillor R.S. Rycroft

-1971- (Election for 3-year term)

Mayor L. Rode (Official Oath October 19, 1971)
Councillor C. Stojan (Official Oath October 19, 1971)
Councillor H. Schudlo (Official Oath October 19, 1971)

-1972-

Mayor L. Rode
Councillor C. Stojan
Councillor H. Schudlo

-1973-

**Mayor L. Rode
Councillor C. Stojan
Councillor H. Schudlo**

-1974- (Election Year)

**Mayor L. Rode (Official Oath October 21, 1974)
Councillor C. Stojan (Official Oath October 21, 1974)
Councillor B. Palser (Official Oath October 21, 1974)**

-1975-

**Mayor L. Rode
Councillor C. Stojan
Councillor I. Badger (Official Oath April 10, 1975)
Councillor J. Lanigan (Official Oath April 10, 1975)
Councillor H. Nordmark (Official Oath April 10, 1975)**

-1976-

**Mayor L. Rode
Councillor C. Stojan
Councillor I. Badger
Councillor J. Lanigan
Councillor H. Nordmark**

-1977- (Election Year)

**Mayor C. Stojan (Official Oath November 1, 1977)
Councillor N. Holscher (Official Oath November 1, 1977)
Councillor H. Nordmark (Official Oath November 1, 1977)
Councillor W. Pratt (Official Oath November 1, 1977)
Councillor J. Shannon (Official Oath November 1, 1977)**

-1978-

**Mayor C. Stojan
Councillor N. Holscher
Councillor H. Nordmark (Retired September 12, 1978)
Councillor J. Lock (Official Oath November 14, 1978)
Councillor W. Pratt
Councillor J. Shannon**

-1979- Town Status, October 15, 1979

**Mayor J. Lock
Councillor N. Holscher
Councillor C. Stojan
Councillor W. Paszkowski (Official Oath March 26, 1979, Pratt returned February 14, 1979)
Councillor J. Shannon**

-1980-

Village Council Jan, 1980
Mayor C. Stojan
Councillor N. Holscher
Councillor J. Lock
Councillor W. Paszkowski
Councillor J. Shannon

Town Election Feb. 1980
Mayor J. Lock
Councillor J. Feeney
Councillor H.J. Shields
Councillor L.W. Wold
Councillor W. Paszkowski

Town Election Oct. 1980
Mayor R.S. Rycroft
Councillor J. Feeney
Councillor B. Beck
Councillor J. Braseth
Councillor B. Gaunt

Councillor W. Paszkowski
Councillor J. Shannon

-1981-

Mayor R.S. Rycroft
Councillor J. Feeney
Councillor B. Beck
Councillor J. Braseth
Councillor B. Gaunt
Councillor W. Klimp
Councillor W. Paszkowski

-1982-

Mayor R.S. Rycroft
Councillor J. Feeney
Councillor B. Beck
Councillor J. Braseth
Councillor B. Gaunt
Councillor W. Klimp
Councillor W. Paszkowski

-1983- (Election Year)

Mayor W. Paszkowski
Councillor B. Beck
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Doris
Councillor T. Wessels
Councillor R. Zahara

-1984-

Mayor W. Paszkowski
Councillor B. Beck
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Doris
Councillor T. Wessels
Councillor R. Zahara

-1985-

**Mayor W. Paszkowski
Councillor B. Beck
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Doris
Councillor T. Wessels
Councillor R. Zahara**

-1986- (Election Year)

**Mayor W. Paszkowski
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Wessels
Councillor R. Zahara
Councillor J. Gorman
Councillor H. McPherson**

-1987-

**Mayor W. Paszkowski
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Wessels
Councillor R. Zahara
Councillor J. Gorman
Councillor H. McPherson**

-1988-

**Mayor W. Paszkowski
Councillor J. Braseth
Councillor R. Balisky
Councillor T. Wessels
Councillor R. Zahara
Councillor J. Gorman
Councillor H. McPherson**

-1989- (Election Year)

**Mayor R. Balisky
Councillor B. Beck
Councillor D. Jickling
Councillor C. Lang
Councillor K. Langstaff
Councillor N. LeClerc
Councillor M. Mielke**

-1990-

**Mayor R. Balisky
Councillor Partington
Councillor D. Jickling
Councillor C. Lang
Councillor K. Langstaff
Councillor B. Zahara
Councillor M. Mielke**

-1991-

**Mayor R. Balisky
Councillor Partington
Councillor D. Jickling
Councillor C. Lang
Councillor L. Partington
Councillor B. Zahara
Councillor M. Mielke**

-1992- (Election Year)

**Mayor R. Zahara
Councillor R. McDonald
Councillor D. Jickling
Councillor M. Foat
Councillor L. Partington
Councillor C. Lang
Councillor M. Mielke**

-1993-

**Mayor R. Zahara
Councillor R. McDonald
Councillor D. Jickling
Councillor M. Foat
Councillor L. Partington
Councillor C. Lang
Councillor M. Mielke**

-1994-

**Mayor R. Zahara
Councillor R. McDonald
Councillor D. Jickling
Councillor M. Foat
Councillor L. Partington
Councillor C. Lang
Councillor M. Mielke**

-1995- (Election Year)

Mayor R. Zahara
Councillor E. Botheras
Councillor D. Jickling
Councillor C. Lagace
Councillor R. MacDonald
Councillor T. Lappenbush
Councillor R. Sakundiak

-1996-

Mayor R. Zahara
Councillor E. Botheras
Councillor D. Jickling
Councillor C. Lagace
Councillor R. MacDonald
Councillor T. Lappenbush
Councillor R. Sakundiak

-1997-

Mayor R. Zahara
Councillor E. Botheras
Councillor D. Jickling
Councillor C. Lagace
Councillor R. MacDonald
Councillor T. Lappenbush
Councillor R. Sakundiak

-1998- (Election Year)

Mayor B. Thoreson
Councillor N. Parchewsky
Councillor M. Barnfield
Councillor J. Lupo
Councillor C. Sheehan
Councillor T. Lappenbush
Councillor H. Jantz

-1999-

Mayor B. Thoreson
Councillor N. Parchewsky
Councillor M. Barnfield
Councillor J. Lupo
Councillor C. Sheehan
Councillor T. Lappenbush
Councillor H. Jantz

-2000-

**Mayor B. Thoreson
Councillor M. Barnfield
Councillor J. Lupo
Councillor C. Sheehan
Councillor T. Lappenbush
Councillor H. Jantz
Councillor N. Parchewsky resigned May 1, 2000**

-2001- (Election Year)

**Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield**

-2002-

**Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield**

-2003-

**Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield**

-2004- (Election Year)

**Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield**

-2005-

Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield

-2006-

Mayor R. Rycroft
Councillor D. Jickling
Councillor T. Lappenbush
Councillor C. Lagace
Councillor L. Rorem
Councillor R. Hall
Councillor M. Barnfield

-2007- (Election Year)

Mayor C. Lagace
Councillor D. Jickling
Councillor B. Sparks
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2008-

Mayor C. Lagace
Councillor D. Jickling
Councillor B. Sparks
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2009-

Mayor C. Lagace
Councillor D. Jickling
Councillor B. Sparks
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2010- (Election Year)

Mayor C. Lagace
Councillor D. Jickling
Councillor N. Cooke
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2011-

Mayor C. Lagace
Councillor D. Jickling
Councillor N. Cooke
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2012-

Mayor C. Lagace
Councillor D. Jickling
Councillor N. Cooke
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor R. Sakundiak
Councillor M. Barnfield

-2013- (Election Year - 4 Year term)

Mayor C. Lagace
Councillor B. Black
Councillor R. Sakundiak
Councillor J. Siggelkow
Councillor J. Hack
Councillor N. Cooke
Councillor I. Skjaveland

-2014-

Mayor C. Lagace
Councillor B. Black
Councillor R. Sakundiak
Councillor J. Siggelkow
Councillor J. Hack
Councillor N. Cooke
Councillor I. Skjaveland

-2015-

Mayor C. Lagace
Councillor B. Black
Councillor R. Sakundiak
Councillor J. Siggelkow
Councillor J. Hack
Councillor N. Cooke
Councillor I. Skjaveland
(Councillor J. Hack Resigned April 13, 2015)
Councillor C. Froehlick sworn in June 12, 2015

-2016-

Mayor C. Lagace
Councillor B. Black
Councillor R. Sakundiak
Councillor J. Siggelkow
Councillor C. Froehlick
Councillor N. Cooke
Councillor I. Skjaveland

-2017-

Mayor C. Lagace
Councillor B. Black
Councillor R. Sakundiak
Councillor J. Siggelkow
Councillor C. Froehlick
Councillor N. Cooke
Councillor I. Skjaveland

-2017- (Election Year- 4 Year Term)

Mayor C. Lagace
Councillor B. Black
Councillor I. Penner
Councillor K. Potter
Councillor J. Siggelkow
Councillor C. Froehlick
Councillor I. Skjaveland

-2018-

Mayor C. Lagace (Passed away September 29, 2018)
Councillor B. Black
Councillor I. Penner (Resigned October 15, 2018)
Councillor K. Potter (Resigned October 15, 2018)
Councillor J. Siggelkow
Councillor C. Froehlick
Councillor I. Skjaveland

2018 (By-Election December 17, 2018)

**Mayor K. Potter
Councillor B. Black
Councillor J. Siggelkow
Councillor I. Skjaveland
Councillor C. Froehlick
Councillor D. Stredulinsky
Councillor K. Hildebrand**

-2021-

**Mayor K. Potter
Councillor B. Black
Councillor J. Siggelkow
Councillor D. Bohning
Councillor C. Froehlick
Councillor D. Stredulinsky
Councillor K. Hildebrand**

Policy Title: Annual Council & Staff Christmas Party

Policy Statement

During the latter part of November or in December of each year a Council and staff Christmas party shall be held.

The date and place of the function shall be determined by administration and approved by Council and the Town shall bear the cost of relevant expenses.

2.14 Policy Title

Council Remuneration

Policy Statement

The Town of Sexsmith uses the payroll program called HRISMyWay which is completed electronically. Council payroll will run from the 25th of the month to the 24th of the following month with pay being distributed on the 1st of every month. Timecards are due by noon on the 25th of each month.

Timecard Sign Off

Council timecards will be signed off by the Mayor each month. The Mayor's timecard will be signed off by the CAO of the Town of Sexsmith. In the event the Mayor is unable to sign off on council timecards, the CAO will sign off on all timecards. In the event the CAO is unable to sign off on the Mayor's timecard, the Administrative Supervisor will sign off on the timecard.

Meeting Honorarium

Regular & Special Council Meeting	\$175.00
Mayor or Deputy acting as Chair	\$150.00
Councillor (Public Hearing prior to a Council Meeting is considered included in the Council meeting remuneration)	
If meeting extends for more than 3 hours by unanimous resolution an additional fee will be paid for each Councillor/Mayor	\$50.00
All Day Meeting (Does not include evening meetings) (Meetings 4 hours or more) (Travel time is not included in the length of meeting)	\$250.00
Meetings for 0-2 hours (Includes Evening Meetings)	\$75.00 (\$100.00 after October 20, 2025)
Meetings for 2-4 hours (Includes evening meetings; Travel time is not included in the length of meeting)	\$125.00 (\$150.00 after October 20, 2025)
Other Out of Town Meetings (Including conferences, training, conventions, educational seminars, or if representing the Town of Sexsmith at a function – per day – plus travel and expenses as per current policy)	\$250.00
Travel starting before noon on a normal work day will constitute a full day rate for “Other Out of Town Meetings” including return travel from meetings. Travel starting after noon on a regular work day will constitute half the full day rate for “Other Out of Town Meetings including return travel from meetings.	
For meetings outside of the City of Grande Prairie or County of Grande Prairie, travel time can be added to meeting time	
Monthly Supervision Monthly supervision shall include the following:	
<ul style="list-style-type: none"> • Conversations and meetings with residents • Preparation for meetings (reading agendas & packages) • Research 	
Mayor or Deputy acting as Mayor for a month (2 weeks or more will be prorated)	\$750.00 (\$800.00 after October 20, 2025)
Councillor	\$450.00 (\$500.00 after October 20, 2025)
*Maximum total for meetings for entire day: \$325.00 (\$350.00 after October 20, 2025)	

Policy Title:

Council Remuneration (continued)

No remuneration will be paid for:

- Attendance at a social function organized and put on by the Town Council for Town residents.
- Attendance at meetings where Councillors are invited but not expected to attend, unless discretionary assigned annual budget funds are being used.

Discretionary	Mandatory	Recommended
Banquets, awards or Ceremonies Sexsmith	Regular Council Meeting	Municipal Corporate Planning & Finance
Banquets, awards or Ceremonies other regions	Budget Meeting	
Municipal Region Tours	Special Council Called Meeting	
Town Bid Opening	Extended Council meeting (over 4hr)	
Law Seminar	ICF / Regional Meetings	
Webinar	Strategic Planning Meeting	
	Aquatera Shareholder Meeting	
Leaders Caucus	Economic Development meeting of council	
Social / Networking events	In-house Training (council request)	
Leaders of Tomorrow	Events as approved by council	
Conferences (in addition to the two allotted)	Committee Meeting you are assigned to	
	Municipal Elected Officials Course (within 90 days of election or re-election)	
	Orientation Training, Section 201.1 of the MGA (within 90 days of election or re-election)	
	Elected Official Emergency Management Training (within 90 days of election or re-election)	

Conference – May attend 1 in addition to ABMUNIS Within the Province
Growing the North
Global Leadership Summit
Other applicable conference

****NOTE: Mandatory & Recommended courses may be subjected to cost restrictions if they are being offered more than 250 kms from Sexsmith one way or 500 kms round trip****

For further information please refer to policy 4.2 Travel and Subsistence and policy 2.15 Meeting Attendance

2.15 Meeting Attendance

Purpose:

To establish guidelines for the Elected Officials attending meetings, conferences and workshops.

Policy Statement:

The Town of Sexsmith recognizes that attendance to meetings and conferences are a form of education for Elected Officials. The Town of Sexsmith's current policy on Council attendance at conferences states the following:

As Alberta Municipalities Association is the provincial association for all municipalities and is our body to lobby the government, all members of Council shall attend all Alberta Municipalities conferences.

Councillors may attend one conference annually in addition to Alberta Municipalities. Other conferences brought forth by Council for a member to attend, in addition to the two mentioned above, may be attended by Council recommendation only.

Guidelines and Procedures:

1. Elected Officials may attend two conferences annually (must be in Alberta) with Alberta Municipalities being one that is attended.
2. Each councillor will have a budget assigned of \$1500.00 annually. The Mayor will have a budget assigned of \$17,000.00 annually. These funds will be used towards any meeting, conference or workshop that is outside of the regularly scheduled committee meetings and two exempt conferences.
3. This budget would include airfare, mileage, food and lodging associated with the attendance to these meetings, conferences or workshops.
4. All expenses and honorariums will be published quarterly for the councillors and the Mayor. Scheduled meetings of council and committee meetings will be shown separately from the meetings described in # 2.
5. The Mayor will be assigned the arbitrator should any questions arise about the classification of a meeting.
6. Council members will provide an informational report to CAO by email regarding attendance to conferences and discretionary meetings to which the majority of Council did not attend. The CAO will include reports in the agenda package under "Information Items".

For further information please refer to policy 2.14 Council Remuneration and policy 4.2 Payment of Travel & Subsistence.

Cell Phones and Electronic Devices

Purpose:

To establish guidelines for the use of cell phones & electronic devices during meetings of Council and Committee meetings.

Policy Statement:

The Town of Sexsmith recognizes that cell phones and electronic devices are modern day tools for communication and emergency purposes. The Town of Sexsmith also recognizes that Council meetings should have a focus on conducting the affairs of the Town with minimal disruptions.

Guidelines and Procedures:

1. During Council and Committee meetings, to minimize disruptions from cell phones and electronic devices, all cell phones and electronic devices shall be put in silent mode.
2. Before entering Council chambers, presenters, citizens or delegation appearing before Council will be requested to put cell phones and electronic devices in silent mode.
3. To ensure that the business affairs of the Town are conducted with the utmost focus and protocol Council and Administration must request to leave the meeting if they must take a call in the event of an emergency. If at all possible Councillors and Administration should avoid leaving the meeting to respond to a call.
4. All cell phones and electronic devices brought into the meeting are to be used only for Town business and according to the policy detailed above.

Mandatory Council Benefit Policy

Policy Statement

The Town of Sexsmith has an elected Mayor and Council (Elected Officials) who will represent the interest of the Town and govern its operations.

Purpose

The purpose of this policy is to outline the mandatory benefit package available to the Elected Officials, as well as the manner in which benefits will be cost-shared.

Benefits

When you become a newly elected official you have 60 days to apply for benefits. Benefits are mandatory. You have the option to refuse Extended Health or Dental benefits providing you have proof of benefits elsewhere. The cost for benefits is a 50/50 split between the Town and the Elected Official.

Town of Sexsmith Benefits

Benefits for Elected Official	Town Portion	Elected Official Portion
Extended Health Care (includes Vision & Travel)	50%	50%
Dental Insurance	50%	50%
Group Life Insurance	50%	50%
Accidental Death	50%	50%
Dependant Life	50%	50%
Employee Assistance Program (EAP)		100%
Optional Benefits (Elected Official Paid)		
Optional Life		100%
Optional Spouse Life		100%
Optional Critical Illness		100%
Guaranteed Critical Illness		100%

Termination of Benefits

When an election is called any Elected Official, who is not re-elected in the election will have their benefits terminated at midnight on the day the official results are received.

TOWN OF SEXSMITH COUNCIL OPEN HOUSE POLICY

Policy Statement

- The purpose of the Council Open House Policy is to foster Council's engagement and consultation with residents and stakeholders on matters requiring public participation and feedback to ensure public good.

Objective(s)

- To comply with the requirements of the Town's Public Participation Plan when existing policies are revised or a new policy is developed;
- To determine whether there is consensus among stakeholders on the proposed changes;
- To inform stakeholders of a proposed or planned program or project in view of its impact on the Town's sustainability and livability; and,
- To offer an opportunity for the public and stakeholders to provide feedback on the policy or project before a final decision is made on the adoption thereof.

Target Audiences

- All residents and property owners in the Town as well as stakeholders and partners of the Town.

Background

- An Open House is a scheduled event to provide members of the public and stakeholders the opportunity to learn about the subject issue, ask questions, and provide comments.

Approach

- The Open House approach to public engagement must be approved via a Council resolution.
- The administration will make available printed copies of documents on the subject issue or handouts at the venue and on the Town's website.
- Members of the public and stakeholders will have the opportunity to review relevant documents and provide their feedback verbally in person or virtually and/or in writing which may be used for decision-making and/or to ensure effectiveness in meeting the Town's needs.

Role of the Town Council

- Representation at the open house as determined by Council resolution on a case by case basis since every open house is unique.

Role of the Town Staff

- Develop and open house plan for Council approval
- Answer legislative and technical questions.
- Explain the policy or project documents.
- Take minutes.

Privacy Policy

- The collection of personal information shall be managed in accordance with the Freedom of Information and Protection of Privacy Act
- The records of the event will be public as allowed by the Freedom of Information and Protection of Privacy Act.

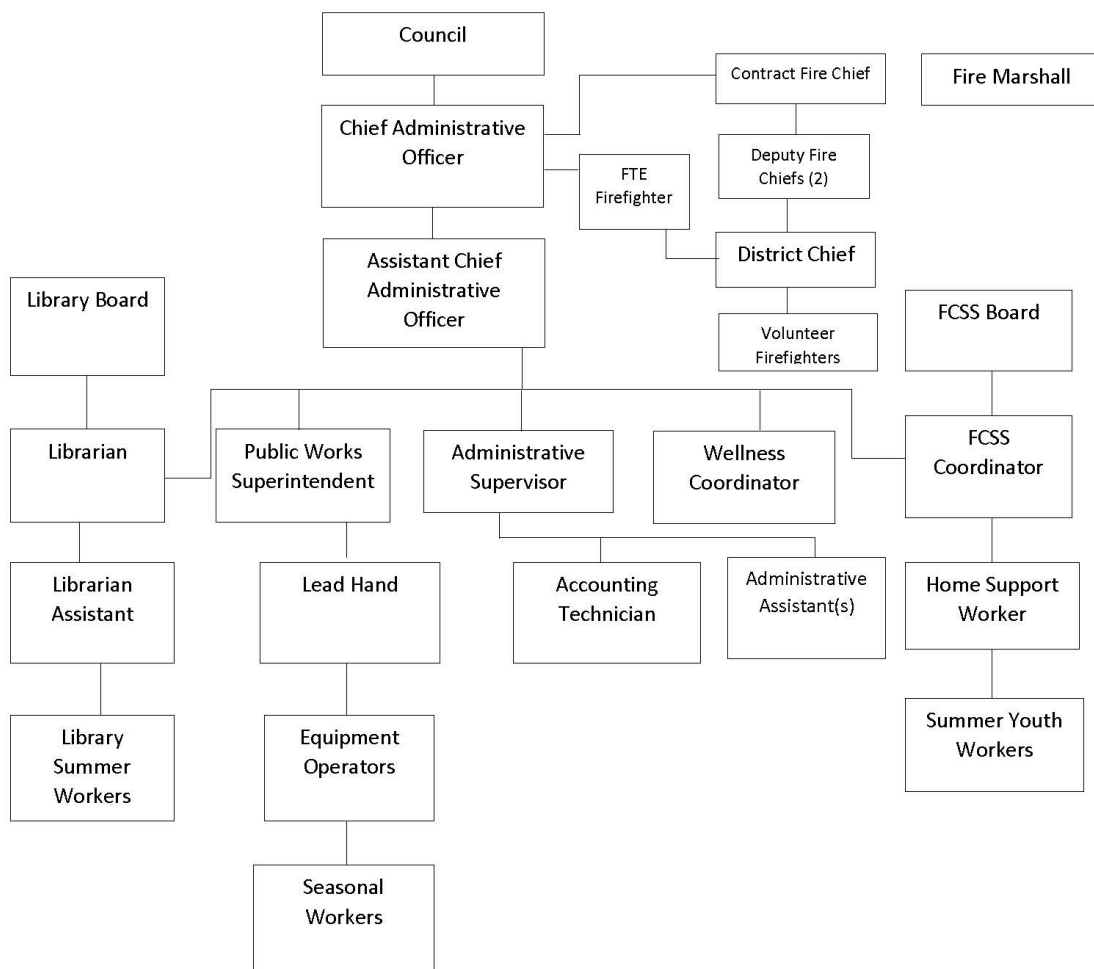
Communication/Marketing

- Public notice of the event will be posted on the town website and Facebook page as well as in the local newspaper, with each form of advertising being used at least once per week for 2 consecutive weeks or as required by legislation.
- Additional advertising than what is stated above will be directed by Council to Administration by resolution of Council.

Reporting and Reflection of Stakeholder Input

- After the event, minutes (not verbatim) of the event will also be posted at least once per week for 2 consecutive weeks on the Town's website and Facebook page.

TOWN OF SEXSMITH ORGANIZATIONAL CHART



Town Of Sexsmith

Job Description

Chief Administrative Officer

TOWN OF SEXSMITH
BYLAW NO. 950

BEING A BYLAW OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF AND TO DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to Sexsmith 205, Municipal Government Act, being Chapter M-26, 1, Revised Statutes of Alberta, 2000, every council must establish by bylaw a position of Chief Administrative Officer, and

WHEREAS every Council must appoint one or more persons to carry out the powers duties and functions of the position of Chief Administrative Officer;

NOW THEREFORE the Town Council of the Town of Sexsmith duly assembled hereby enacts as follows:

Definitions

1. Act shall mean the Municipal Government Act, being chapter M-26. 1, Revised Statutes of Alberta, 2000;
2. "Council" Shall mean the municipal council of the Town of Sexsmith duly assembled and acting as such;
3. "Municipality" shall mean the Town of Sexsmith;
4. "Town" shall mean the Corporation of the Town of Sexsmith and where the context so requires, means the land
5. "CHIEF ADMINISTRATIVE OFFICER" shall mean the person appointed to the position of Chief Administrative Officer for the Municipality of Sexsmith pursuant to the Bylaw
6. "Acting Chief Administrative Officer" shall mean the person appointed to the position of Acting Chief Administrative Officer for the Municipality of Sexsmith pursuant to this Bylaw;

General

7. This Bylaw may be referred to as the Chief Administrative Officer 's Bylaw"
8. Council hereby establishes the position of Chief Administrative Officer and this position shall be given the title of "Chief Administrative Officer".

Town Of Sexsmith

Job Description

Chief Administrative Officer Con't

9. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer and that person shall be called the "Chief Administrative Officer".

Powers, Duties and Functions

10. 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 exercises the powers and functions assigned to the Chief Administrative Officer by this Act and other enactments, or as assigned by Council;
- e. The Council may appoint and Acting Chief Administrative Officer to act during the illness, absence or other incapacity of the Chief Administrative Officer. The Council may by resolution, appoint and acting or interim Chief Administrative Officer who will have all the power, functions and duties of the Chief Administrative Officer while acting in the capacity, unless Council determines otherwise;

11. The Chief Administrative Officer must ensure that:

- a. All minutes of Council meetings are recorded in English language, without note or comment;
- b. The names of the council members present at the Council meetings are recorded;
- c. The minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- d. The Bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
- e. The Minister is sent a list of the Council members and any other information the Minister requires within five days after the term of the Council members begin;
- f. The corporate seal, if any, is kept in the custody of the Chief Administrative Officer;

Town Of Sexsmith
Job Description
Chief Administrative Officer Con't

- g. The revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
 - h. All money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council.
 - i. The accounts of authorized expenditures referred to in section 248 of the Act are paid;
 - j. accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
 - k. The actual revenues and expenditures of the municipality are compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
 - l. Money invested by the municipality is invested in accordance with Section 250 of the Act;
 - m. Assessments, assessment rolls and tax rolls for the purpose of Parts 9 & 10 of the Act are prepared;
 - n. Public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;
 - o. Subsection 9(a) to 9(b) apply to the Chief Administrative Officer in respect of Council committees that are carrying out powers, duties or functions delegated to it by Council.
12. A Chief Administrative Officer may delegate any of the Chief Administrative Officer's powers, duties or functions under this Act or any other enactment or Bylaw to a designated officer or an employee of the municipality.
13. Bylaw No.906 is hereby repealed

Town Of Sexsmith
Job Description
Chief Administrative Officer Con't

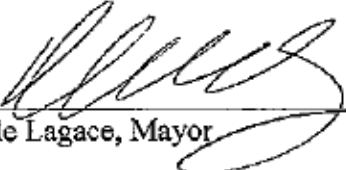
14. The effective date that this Bylaw shall take full force and effect is upon third and final reading.

This Bylaw shall repeal Bylaw No. 906

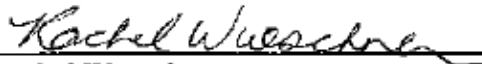
Read a first time this 21st day of August, 2017.

Read a second time this 21st day of August, 2017.

Read a third time and finally passed this 5th day of September, 2017.



Claude Lagace, Mayor



Rachel Wueschner
Chief Administrative Officer

Town of Sexsmith

Job Description

Assistant CAO

Administration

1. Act in place of CAO when needed.
2. Prepare agenda background and research as assigned by CAO.
3. Bylaw review, recommendation, preparation for council.
4. Share in training opportunities with CAO as needed.
5. Assist Chief Administrative Officer as needed.

Planning and Development

1. Act as the Development Officer for the Town.
2. Review and process applications including but not limited to Development Permits, Subdivision, Land Use Bylaw changes, Compliance Certificates, road closures, encroachment and Rezoning.
3. Receive, review, and analyse development related submissions received by the Town and develop recommendations for MPC (Municipal Planning Commission),
4. Prepare and provide for all advertising and public engagement as needed or required by the Municipal Planning Commission, Council, Land Use Bylaw and Municipal Government Act.
5. Manage frequent public/external contact exhibiting extensive knowledge and discretion in explaining relevant aspects of statutory plans, bylaws and policies while fostering productive relations with multiple stakeholders.
6. Ensure compliance with and enforcement of the provisions of the Towns Land Use Bylaw, Municipal Government Act, Town Bylaws and Policies as they apply to the full range of municipal planning services.
7. Make recommendations and decisions on development related submissions and present the submissions with the recommendations to the appropriate authority as needed.
8. Conduct site inspections as required or deemed desirable for good management of development responsibilities.
9. Attend and present at Council meetings, Subdivision Authority meetings, Subdivision and Development Appeal Board meetings and any other meetings as assigned by the CAO.
10. Keep current with knowledge and application of legislation such as but not limited to the Municipal Government Act and Planning and Development Regulation.
11. Assist in maintaining the GIS system in collaboration with the County of Grande Prairie GIS department and other Town staff.
12. Provide information for general inquiries and assistance for applications for development and zoning submissions.
13. Send all development permit decisions to the County of Grande Prairie Planning department that are related a to building permit in a timely manner so that

applicants can obtain a building permit as soon as possible.

14. Prepare and maintain building, subdivision, and development permit files online and on paper and file paper copies in the corresponding land files for future reference.

Economic Development

1. Facilitate the development and implementation of Economic Development Plans, programs, strategies, and initiatives to retain, attract and maximize new business and opportunities to the community and region, in concert with other municipal strategies and policies.
2. Compile and update relevant economic data as required, whether it is from Statistics Canada, Province of Alberta or economic development partners and develop a "Community Profile" for distribution to potential investors and researchers.
3. Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities.
4. Secure funding for economic development activities and programs.
5. Identify the need for and develop a variety of promotional and marketing tools and community building events to attract new businesses and new residents.
6. Maintain an awareness of regional, provincial, and federal economic planning programs and activities.
7. Develop and maintain active contact with other business and economic development organizations, and government agencies to stay abreast of current programs and services and ensure that the Town's interests are served.
8. Attend and facilitate community meetings, often with Council members, to provide information and updates to the public at large.
9. Build and develop relationships with various public and private sector representatives to grow the local economy and support economic goals.
10. Other duties as assigned.

Town Of Sexsmith

Job Description

Public Works Superintendent

Position Summary

Under the direct supervision of the Chief Administrative Officer, the Public Works Foreman Superintendent for the Town of Sexsmith is responsible for the supervision of department staff, operation of specified departments and the coordination of daily, monthly and annual department duties. These duties include all civic Public Works functions, including but not limited to: road, utility and facility maintenance.

Annual Budget Preparation

Responsible for the preparation of annual operating and capital budget for the Public Works departments;

Each annual budget is to be prepared in accordance with guidelines provided by the Chief Administrative Officer and to be based upon not only the immediate department needs, but also future department requirements.

The Public Works Superintendent is responsible for monitoring expenditures throughout the budget year and ensuring that all purchases made are within the current year's budget.

All expenditures for the departments previously listed must be coded and approved by the Public Works Superintendent prior to payment. The foreman must ensure that all purchases are made within the established policies and guidelines and are followed by department staff. Whenever possible, goods and services are to be purchased locally.

Ensures that long-range projects are planned for and budgeted for accordingly and that adequate equipment and vehicle replacement funds are in place.

Supervision of Staff

- Responsible for the supervision of all Public Works staff. Ensures that the departments are operated as efficiently and effectively as possible. Make certain that all Public Works staff carry out all assigned duties and present themselves in accordance to the Town of Sexsmith Personnel Policies, Town of Sexsmith Safety Guidelines, Occupational Health & Safety Act and other pertinent legislation.

Town Of Sexsmith

Job Description

Public Works Superintendent (continued)

- In consultation with the Chief Administrative Officer, hires and supervises staff and assesses any employment programs that may be of financial assistance. Develops and implements the summer works program.
- It is imperative that the Public Works Superintendent set a good example for working habits and conduct for the Public Works Department staff

Equipment Operation & Maintenance

The Public Works Superintendent shall have knowledge and experience to operate all Town owned equipment. The foreman ensures that all staff assigned to operate equipment have the required knowledge and experience to do so and in a responsible and careful manner at all times.

Is responsible for the upkeep of all equipment and ensures that routine maintenance is carried out on a regular basis. Ensures that preventative measures are a priority to avoid costly major repairs.

Maintenance of Town Property

Responsible for the maintenance and upkeep of all parks, boulevards and Town owned property and that it is kept weed free and well-groomed at all times.

Plans the summer works program and ensures that all projects are carried out in an efficient and cost-effective manner.

Roads and Streets

Responsible for the upkeep of all roads, streets and sidewalks within the Town boundaries, which includes, but is not limited to snow plowing, sweeping, grading and gravelling, where required, painting of curbs and crosswalks, tarring of cracks, patching of pavement and replacement of sidewalks. Develops and implements long range paving requirements and sidewalk replacements, complete with budget estimates.

Ensures that signage installation, replacement or repair is carried out in a timely manner. The installation of new signs must be in accordance with established Bylaws and carried out in consultation with the Chief Administrative Officer.

Town Of Sexsmith
Job Description
Public Works Superintendent (continued)

Administration

Submits monthly reports for town Council meetings.
Assists in long term planning for the Public Works department.

Conducts annual performance reviews for all staff under his supervision and ensures that goals and objectives are established for the employee and the department.

Provides recommendations for the development and amendments of policies, procedures and Bylaws as they pertain to the Public Works department.

Parks

Supervises all parks staff.

Ensures that all park and playground equipment is properly maintained at all times and that all grounds are kept groomed and fences are kept in good repair. Ensures that the parks and playgrounds have proper fences and signage.

Ball Diamonds

Responsible for the annual maintenance of all Town owned ball diamonds. Develops a program for upgrading and enhancement as budget allows.

Other

The Public Works Superintendent must have, at all times, a valid Class 3 driver's license, with Q endorsement.

At the discretion of the Chief Administrative Officer, the Public Works ~~Foreman~~ Superintendent may attend workshops, seminars or upgrading programs in order to receive the certification necessary to perform the functions required in this position. Application for attendance at any workshop, course, symposium, seminar or convention for 3 days or more shall be made in writing to the CAO to obtain council approval.

The Public Works Foreman may be required from time to time to perform other related duties and tasks as assigned by the Chief Administrative Officer, or designate in the absence of the manager.

Town Of Sexsmith

Job Description

Public Works Lead Hand

Position Summary

Under the direct supervision of the Public Works Superintendent, the Lead Hand works as a full time equipment operator and collaborates with the Superintendent on day to day operations of the Town. These duties include all civic public works functions, including, but not limited to road, facility and equipment maintenance (change oil, greasing and change a leaking hose). He steps into the main supervisory role when the Superintendent is absent (e.g. vacation, sick).

Equipment Operation

- The Lead Hand must have, at all times, a valid Class 3 driver's license, with Q endorsement (air brakes)
- The Lead Hand shall have knowledge and experience to operate all Town-owned equipment including, but not limited to: grader, loader, backhoe, skid-steer, gravel truck, snow blower, flusher truck, bucket truck, sand truck, street sweeper, line painter & mowers
- Operators may be generally assigned to one type of equipment but may operate other equipment from time to time for cross training other staff members.

Scope of Work

Works with other Public Works staff to complete projects:

- Operate and assist on road reconstruction projects
- Assist with crack filling, pavement patching, line painting, street sweeping and traffic control – i.e signage & barricades
- Operate equipment and labor on graveling/ grading projects
- Installation & maintenance (steaming) of culverts
- Operate Town gravel trucks for the purposes of hauling gravel, sand, ice control and snow
- Responsible for lawn maintenance
- Responsible for snow removal (streets, parking lots, walking trails, sidewalks, skating rinks)
- Responsible for flooding rinks
- Responsible for hanging Christmas lights, flags and banners
- Responsible for the maintenance and repair of signs, snow fence, guard rails, cable gates and P gates

- Responsible for the safe operation and minor maintenance of Town equipment; being aware of and adhering to all safety requirements of the Town and Occupational Health and Safety
- Adhere to all Town policies and procedures, and as part of a team effort, make recommendations for change, additions or deletions as required
- Prepare all paperwork as required – timesheets, sanding logs, maintenance logs, truck logs, fuel logs

Other

- The Lead Hand shall maintain a knowledge of all Town-owned buildings and be familiar with the operation of same
- Required to work overtime as operationally necessary during extreme weather conditions, disasters and emergency situations
- Works with staff members to ensure monthly/annual safety checks are completed.
- Participate in safety meetings.
- The Lead Hand may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent or CAO

Supervisory Role

When the Superintendent is absent, the Lead Hand, working as directed by the Superintendent & CAO, is responsible for:

- Keep the Chief Administrative Officer apprised of operations that may be of concern
- the supervision of the department staff and delegating of duties
- day to day prioritizing and scheduling of work load
- overseeing equipment & vehicle maintenance
- working with contractors
- trouble shooting, dealing with resident complaints, inquiries and concerns
- collaborate with other departments of the Town as needed

Beneficial Trades

- Mechanic
- Welder
- Electrical
- Carpenter
- Plumber
- Safety Coordinator
- IT (Information Technology)

Town Of Sexsmith

Job Description

Public Works Equipment Operator

Position Summary

Under the direct supervision of the Public Works Superintendent, the Equipment Operator works as a full-time equipment operator and laborer in the day-to-day operations of the Town. The duties include all civic public works functions, including, but not limited to road, facility, and equipment maintenance (change oil, greasing and change leaking hoses & sharpening blades).

Equipment Operation

The Equipment Operator must have, at all times, a valid Class 3 driver's license, with Q endorsement (air brakes) In the case an Operator is hired without a class 3 drivers license & Q they must obtain it during the 6-month probation period or they may not pass the probation period

- The Equipment Operator shall have or be working towards having knowledge and experience to operate all Town-owned equipment (including, but not limited to: grader, loader, backhoe, skid-steer, gravel truck, snow blower, flusher truck, bucket truck, sand truck, street sweeper, line painter, mowers) as directed by the Superintendent
- Operators may be generally assigned to one type of equipment but may operate other equipment from time to time for cross training other staff members

Scope of Work

Works with other Public Works staff to complete projects:

- Operate and assist on road reconstruction projects
- Assist with crack filling, pavement patching, line painting, street sweeping and traffic control – i.e. signage & barricades
- Operate equipment and labor on graveling/ grading projects
- Installation & maintenance (steaming/repairs) of culverts
- Operate Town gravel trucks for the purposes of hauling gravel, sand, ice control and snow
- Responsible for lawn maintenance
- Responsible for snow removal (streets, parking lots, walking trails, sidewalks, skating rinks)

- Responsible for flooding rinks
- Responsible for maintaining and hanging Christmas lights, flags and banners
- Responsible for the maintenance and repair of signs, snow fence, guard rails, cable gates & P gates
- Responsible for the safe operation and minor maintenance of Town equipment; being aware of and adhering to all safety requirements of the Town and Occupational Health and Safety
- Adhere to all Town policies and procedures, and as part of a team effort, make recommendations for change, additions or deletions as required
- Prepare all paperwork as required – timesheets, sanding logs, maintenance logs, truck logs, fuel logs

Other

- The Equipment Operator shall maintain a knowledge of all Town-owned buildings and be familiar with the operations of the Town
- Required to work overtime as operationally necessary during extreme weather conditions, disasters and emergency situations
- Works with staff members to ensure monthly/annual safety checks are completed
- Participate in safety meetings
- The Equipment Operator may be required, from time to time, to perform other related duties and tasks as assigned by the Superintendent

Beneficial Trades

- Mechanic
- Welder
- Electrical
- Carpenter
- Plumber
- Safety Coordinator
- IT (Information Technology)

Town Of Sexsmith

Job Description

Public Works Seasonal Summer

Position Summary

Under the direct supervision of the Public Works Superintendent, the Summer Worker works as a full time laborer and mower operator in the day to day operations of the Town. The duties include maintenance of all parks and easements, planting/watering. The duties include with supervision limited to road, and equipment maintenance, change oil, greasing, change a leaking hose and sharpening mower blades. flowers and flower beds, campground administration and washroom maintenance, as well as assisting other Public Works staff in duties as assigned by the Superintendent.

Equipment Operation

- The Summer Worker must have, at all times, a valid Class 5 driver's license
- The Summer Worker shall operate ride-on mowers, push mowers, weed whackers, rototiller, water truck & small tractors as directed by the Superintendent
- Summer Workers may be generally assigned to campground maintenance but may be asked to operate other equipment from time to time for cross training other staff members

Other

- The Summer Worker shall work with other team members to gain knowledge of Town-owned buildings and the operations of the Town
- The Summer Worker will be responsible for the maintenance, repair and painting of picnic tables
- Works with other Public Works staff to complete projects
- Participate in safety meetings
- The Summer Worker may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent

Town Of Sexsmith

Job Description

Public Works Seasonal Operater

Position Summary

Under the direct supervision of the Public Works Superintendent, the Winter Worker works on a call-in basis as laborer and/or snow removal equipment operator in the day to day operations of the Town. The duties include removing snow and ice from sidewalks and around Town-owned buildings and salting as required. As well, the Winter Worker may be asked to assist Public Works staff in street snow removal duties & in flooding rinks as required.

Equipment Operation

- The Winter Work must have, at all times, a valid Class 5 driver's license and a Class 3 with Q endorsement if assisting with street snow removal program
- The Winter Worker may operate skid steer, gravel truck, flusher truck and loader as directed by the Superintendent

Other

- The Winter Worker shall work with other team members to gain knowledge of Town-owned buildings
- Works with other Public Works staff to complete projects
- Participate in safety meetings
- The Winter Worker may be required, from time to time, to perform other related duties and tasks assigned by the Superintendent

Town of Sexsmith

Job Description

Administrative Supervisor

Administration

1. Prepare agenda background and research as requested.
2. Share training opportunities with staff.
3. Assist staff as needed.

Computer Operation and Software

1. Ensure IT personnel keep our computer hardware and software programs up to date.
2. Ensure all staff are trained in the required programs.
3. Liaison for computer hardware and software technical issues for Mayor and Council.
4. Liaison with IT Services for all computerized systems.

Payroll

1. Review monthly payroll to ensure proper deductions are taken.
2. Ensure that all benefits, LAPP, and Revenue Canada payments are completed monthly.
3. Prepare Workers' Compensation Board claims and annual reports.
4. Review paperwork for various special programs (e.g., Summer Student Grant).
5. Review benefits and ensure they are balanced.

Financial

1. Prepare for Auditors.
2. Review reconciled benefits to year end (Dec 31).
3. Review LAPP year-end report (due Jan).
4. Prepare annual WCB reporting (due Feb).
5. Prepare City of Grande Prairie Revenue Sharing (due Aug).
6. Submit quarterly financial reports to Council from management reporter.
7. Prepare and review monthly bank reconciliation with Chief Administrative Officer within 30 days of the last day of the month.

8. Assist with journal entries.
9. Alert department heads monthly of budget variances.
10. Prepare and file quarterly GST Reporting and any associated tasks.

Town of Sexsmith
Job Description
Administrative Supervisor (continued)

Accounts Receivable

1. Oversee and maintain policy for proper collection of accounts receivable.
2. Oversee that department heads are informed of any uncollectable from their departments.
3. Review AR listing.

Tax Roll and Assessment

1. Tax roll updates and maintenance on computer system.
2. Application of penalties on outstanding current taxes receivable.
3. Assessment roll update, balancing tax assessment roll, work in partnership with local and provincial assessors, processing any related assessment notices or advertisements.
4. Enter required taxation data on computer, balance figures, print tax notices.
5. Adjustments and cancellations, as directed by Council.
6. Prepare tax arrears list for Land Titles and prepare for and process tax sales.
7. Review tax installment pre-authorized payment plan as needed.
8. Provide information to landowners and the public, re: taxes and assessment information.
9. Alberta Land Titles updates and processes, including DRRs.

General

1. Develop and recommend office procedures and practices. Ensure that approved office policies, practices and procedures are understood and followed.
2. Office liaison with municipalities.
3. Answer the telephone as required.
4. Performs other related duties as required.
5. Preserve and destruct specific municipal documents per policy and legislation.
6. Oversee policy manual.
7. Attend various courses to update knowledge of the job.

Town of Sexsmith

Job Description

Accounting Technician

Computer Operation

1. Work in partnership with software providers re: necessary system program changes and implementation of new programs.

Accounts Payable

1. Maintenance of computerized accounts payable system.
2. Entry of outstanding invoices into accounts payable system.
3. Coding of expenses.
4. Disbursement of 'quick pay' cheques upon request.

Payroll

1. Maintenance of computerized payroll system
2. Calculation and disbursement of retroactive salary increases.
3. Implement benefit programs for new employees and administer benefits program for existing staff and council.
4. Payroll and accounting for various special programs (e.g., Summer Student Grant Programs).
5. Prepare Revenue Canada remittances.
6. Maintain and prepare benefit program and Pension Plan remittances monthly, monthly reconciliation and annual LAPP and APEX reports.
7. Prepare payroll for all staff, council and paid volunteers and provide human resources support.
8. Balance benefits monthly and for year end.
9. Prepare discretionary budget reconciliation for council and timesheets to post on website.
10. T4 preparation in consultation with Administrative Supervisor.

Financial

1. Assist in preparation work for annual audit.
2. Submit monthly budget reports to department heads.
3. Balance all General Ledger accounts in consultation with the Administrative Supervisor.
4. Journal Entries where applicable
5. Proper coding of revenue accounts.
6. Quarterly billing as needed.

Town of Sexsmith**Job Description****Accounting Technician (continued)****Cash Receipts**

Serve as the back-up resource for the following activities.

1. Receive payments and issue receipts as necessary.
2. Issue various licenses (business, animal).
3. Maintain computerized cash receipts system.
4. Weekly bank deposit when required.

Tax Roll and Assessment

1. Tax roll updates and maintenance on computer system as needed.
2. Administer tax installment pre-authorized payment plan.
3. Provide information to landowners and the public, re: taxes and assessment information.

General

1. Assist as needed with answering the telephone.
2. Provide assistance and information to general public and Town residents.
3. Filing.
4. Preserve and destruct specific municipal documents per policy.
5. Other various related duties as necessary.
6. Attending various courses to update knowledge of the job.

Town Of Sexsmith

Job Description

FCSS/Community Services Co-Ordinator

FCSS Programming

1. Promote, supervise, and/or coordinate preventative social services in accordance with the current FCSS Act and Regulation.
2. Provide current and relevant information about social and community services that are accessible to all residents.
3. Work with community organizations to encourage cooperation and collaboration, whenever possible.
4. Employ appropriate planning and research methods to analyze the social needs of the community and keep the Chief Administrative Officer and Town Council informed of such needs.
5. Be an advocate for clients who need assistance finding services.
6. Evaluate externally funded programs to ensure that they are meeting the needs of residents in this community.

Community Services

1. Co-ordinate and promote community projects, including but not limited to Chautauqua Day, Christmas Hampers, Volunteer acknowledgement, Easter event, seniors' appreciation, Fall event, Christmas Light up, Indigenous Connections.
2. Provide services to the community that allows groups and organizations to publicize their activities and events, including but not limited to:

Newspaper, the Community Directory and social media, Community Newsletter, Community Calendar, Website.
3. Work with community members to evaluate events and ensure that they achieve the highest possible quality.

Town Of Sexsmith Job Description FCSS/Community Services Co-Ordinator (continued)

Administration

1. Submit a proposed budget each year, in early fall, and work with the Council and the Chief Administrative Officer to finalize the budget.
2. Ensure that all internal programs follow approved accounting practices and meet budget requirements.
3. In consultation with Chief Administrative Officer, hires and supervises staff employed in the FCSS Department.
4. Prepare regular (monthly) reports for the FCSS Advisory Board, the Chief Administrative Officer, and Town Council
5. Meet 8-10 times per year with the FCSS Advisory Board to plan and evaluate programming.
6. Be innovative in finding sources of program funding, in addition to provincial and municipal FCSS grants.
7. At the discretion of the Chief Administrative Officer, the FCSS Coordinator may attend workshops, seminars and upgrading programs to receive the certification necessary to perform the functions required in this position. Application for attendance at any workshop, course, symposium, seminar, or convention for 3 days or more shall be made in writing to the CAO to obtain council approval (FCSSAA Conference).
8. Ensure proper safety co-ordination, liability coverage and Alberta Health Service permitting for community events.
9. Safety Committee Chairperson for the Town Staff Joint Health and Safety Committee.

10. Ensure safety protocols are in place and functioning well for Staff.

Town of Sexsmith

Library Board Regulations

Shannon Municipal Library

Council of the Town of Sexsmith has passed a Bylaw establishing a municipal library board. The municipal library is known as Sexsmith Shannon Library. According to the Libraries Act of Alberta:

1. A municipal board shall consist of not fewer than 5 and no more than 10 members appointed by Council.
2. A person who is an employee of the municipal board is not eligible to be a member of that board.
3. Not more than 2 members of Council may be members of the municipal board.
4. A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.
5. Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.
6. When appointments are made in respect of a first municipal board, Council shall, as nearly as may be possible, appoint 1/3 of the members for a term of 2 years and the remaining members for a term of 3 years.
7. Notwithstanding this section, the term of office of a member continues until a member is appointed in that member's place.
8. The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may

Town of Sexsmith Library Board Regulations (continued)

9. co-operate with other boards and libraries in the provision of those services.
10. A budget shall be submitted to the Council of the municipality.
11. Council may approve the budget in whole or in part.
12. The municipal board shall:
 - a) Keep accounts of its receipts, payments, credits and liabilities;
 - b) Have a person who is not a member of the municipal board and whose qualifications are satisfactory to Council review the accounts each calendar year and prepare a financial report in a form satisfactory to Council; and
 - c) Submit the financial report to Council immediately after its completion.
13. When money is required for the purpose of acquiring real property for the purposes of a building to be used as a municipal library or for erecting, repairing, furnishing and equipping a building to be used as a municipal library, the Council may, at the request of the municipal board, take all steps to furnish the money requested or the portion of it that the Council considers expedient.
14. Money approved by the Council under 12 above, may be borrowed by the Council under the authority of a bylaw and on the security of debentures, which shall be termed "Public Library Debentures".
15. The borrowing of money as in 13 above, is governed by the provisions of the Municipal Government Act Section 241.

Town of Sexsmith Library Board Regulations (continued)

Addendum # 1

Policy #300

Personnel Policy

Date of Approval: November 12, 1997

Heather Lang, Chair

Revised: January 25, 2012

Doris Lines, Chair

Revised February 25, 2015

Elizabeth Bell, Chair

Review by February 2018

- A. Under the Alberta Libraries Act, the Town of Sexsmith Library Board has full management and control of the library. The Board hires a Library Manager to ensure the effective day to day operations of the library.
- B. Benefits and employee policies shall be as set out under the Town of Sexsmith Policy & Procedure Manual and employee benefit package. Some exceptions may be made to the employee policies to better reflect the needs of the Library Board. These exceptions are included in this Personnel Policy.
- C. The interviewing and selection for the position of Library Manager shall be done by committee, made up of the Chief Administrative Officer , Library Board Chair and one other Library Board Trustee. Final approval will be by the Library Board.
- D. The Library Manager is responsible for hiring or dismissal of all other library staff.
- E. The Library Board has the sole authority to dismiss the Library Manager.
- F. Personnel shall be hired on shown interest, have an ability to work well with the public, have good computer skills, with preference being given to those who possess knowledge of library operations.
- G. All personnel records will reside at the Town of Sexsmith administrative offices.
- H. A Personnel Committee appointed by the Board shall carry out a performance appraisal of the Library Manager on an annual basis; the Library Manager shall carry out an annual performance evaluation on other staff. The performance appraisal results shall be forwarded to the Town Administrator.
- I. Grievances – The Library Board adheres to the Grievance Procedure as set out by the Town of Sexsmith with the following exceptions. The griever will first seek

Town of Sexsmith Library Board Regulations (continued)

- J. to settle the dispute with the Library Manager. Failing satisfactory settlement, the grievance may be submitted again to the Library Manager with correspondence regarding the grievance copied to the Library Board.

In the event of a meeting being necessary, a three-member committee shall be struck - 1 member selected by the griever, 1 trustee appointed by the Library Board, and 1 mutually agreed upon arbitrator. Decisions of this committee will be binding upon both parties.

- K. The Library Manager is responsible for scheduling and ensuring that the library is staffed effectively, within the budget approved.
- L. Overtime hours must be approved by the Library Manager and may be banked in accordance with the Town of Sexsmith policy on overtime.

Town Of Sexsmith

Job Description

Administrative Assistant to CAO

The administrative assistant must:

Type minutes, collate with other material for Council, photocopy, and distribute to all parties concerned.

Post agenda in the Council Chambers window, inside the Town office, on social media and website. Distribute agenda to staff and media agencies.

Prepare Council Chambers for Council meetings and coordinate refreshments.

Draft yearly Council meeting schedule for approval by Council, update webpage with approved Council meeting schedule.

Prepare yearly Council Refreshment schedule and forward to providers.

Prepare correspondence for CAO regarding board and committee appointments and distribute to various committees and boards.

Draft yearly calendar of events and forward to Grande Prairie Tourism, County of Grande Prairie and Discover the Peace as well as posting on website.

Draft Correspondence, etc. generated by Council's Resolutions and at direction given by the Chief Administrative Officer or designate.

Type all manner of documents, i.e.: letters, faxes, brochures, create forms, building and development permits, legal agreements for subdivisions between the builder and the Town, Bylaws, manuals, re-zoning applications.

Prepare for Subdivision and Development advertising with appropriate maps. Send letters to surrounding property owners advising of new development, re-zoning and subdivision applications.

Prepare files and letters for Pet Fancier license and Urban Hen Applications.

Town Of Sexsmith

Job Description

Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER (continued)

Filing as required.

Assist the Chief Administrative Officer with research of Council minutes, including archives at Public Works.

Organize archived documents stored at Public Works, and vaults. In coordination with administrative supervisor preserve and destruct specific materials per policy and legislation.

Updating the Town's web pages including:

- a) Updating the business directory on the web site as required
- b) Updating Bylaws as changed and update Master Bylaw list, place bylaws in appropriate binders (current, land use, financial or repealed),
- c) Updating web pages of Chautauqua Day, Reverse Santa Parade, seniors' barbeque, youth programs, Christmas in Sexsmith, and Farmers Market.

Manage social media and create posts for Facebook, Instagram, and any other social media communication resources.

Maintain Agreements on shared drive and update master agreement list as required.

Update the TV board monthly with current information.

Coordinate with media regarding content for local paper, Town of Sexsmith advertising page and attend events to take photographs as required.

Update monthly land titles changes, update Microsoft Dynamics with new title and mortgage information and provide list to accounting technician for PAP administration and County Assessment for updating GIS and assessment database.

Town Of Sexsmith

Job Description

Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER (continued)

Register staff and Council for various events as need and make travel and accommodation arrangements.

Organize and arrange for food, venue, decorations etc. for staff and council events.

Assist in preparing monthly and quarterly Building Permit reports to Stats Canada. and Alberta Safety Codes Council.

Prepare agendas and minutes for Municipal Planning Commission meetings as directed by Development Officer and advertise Notice of Decision of Development Authority once development permits have been approved.

Prepare meeting minutes of the Corporate Services Committee and EDAC Committee.

Prepare action list for Council and staff action list and minutes for Management meetings and share action list with remaining staff.

Helping with the front desk, receiving payments, answering phones, and providing assistance to the public.

Answer calls and requests for the Chief Administrative Officer /Assistant CAO, who are frequently tied up in meetings.

Share Chief Administrative Officer 's calendar to be aware of scheduled appointments, meetings, conferences, holidays, etc.

Monitor regulations involved with FOIP and locate applicable section for Closed Session in council agendas.

Assist with Building Permits and updating of permit logs.

Keep up the record of building permits in a permit binder and make it accessible to staff on the shared drive and in paper copy.

Maintain contact list for Council Members and staff.

Town Of Sexsmith

Job Description

**Administrative Assistant to CHIEF ADMINISTRATIVE OFFICER
(continued)**

Mail outs

Other duties as assigned.

Liaise with advertisers regarding advertising in various publications

Town of Sexsmith

Job Description

Administrative Assistant

The Administrative Assistant must:

- Be frontline employee with the public.
- Answer a multi-line switchboard.
- Prepare animal licenses application.
- Maintain/update animal license information in Diamond Software.
- Prepare business licenses in January and as needed throughout the year.
- Maintenance of kitchen supplies, office supplies, inventory and appropriate coding to various departments.
- Order maintenance and supplies for all equipment (photocopier, printers, postage machine) including postage.
- Do monthly photocopier readings.
- Maintain paper levels in photocopier and fax machine.
- General filing includes land file maintenance.
- Issue tax certificates
- Prepare cash receipts for customers including telebanking and save electronically.
- Prepare weekly and month-end bank deposits. Daily deposits when cash in drawer exceeds \$1000.
- Monthly accounts receivable Diamond software maintenance.
- Assist with FCSS and Wellness/Farmers Market events as needed.
- Take bookings for ball diamonds.
- Prepare faxes and photocopies for the public.
- Prepare outgoing mail including and get incoming mail daily: date stamp and distribute to various departments,
- Receiving and sending out Purolator for various departments.
- Code incoming mail for accounting if possible

- Update, name, and address changes to tax rolls.
- Monthly Invoicing, Aquatera, Atco Gas, Atco Electric, home support, Public Works, fire call outs, Quarterly invoicing, Sexsmith Medical Clinic, County of Grande Prairie Fuel, Sexsmith Community Centre, yearly invoicing Aquatera Gate way, subdivision and development related invoices, and other invoicing as needed.
- Processing and intake of Fire Permit Applications.
- Maintain copies of current bylaws at the front counter for public distribution.
- Assist with campground registration and payment if necessary.
- Prepare information for businesses regarding advertising on main street sign by July of each year.
- Assist with tax notices, folding, sorting, mailing.
- Decorate office with seasonal office themes.
- Receiving Small Business Tax Deduction Application and forwarding to CAO and Admin Supervisor.
- Receiving Pet Fancier License, Dangerous Goods Traffic Parking Permits, Off-Highway Vehicle Permit, Urban Hen Applications and forward to CAO.
- Processing the rental agreement and damage deposit for renting a cat trap.

Town of Sexsmith

Job Description

Wellness Coordinator

Primary Purpose for the Wellness Coordinator

The Wellness Coordinator works to promote health & wellness in Sexsmith through initiatives that serve the community. This position promotes community wellbeing in Sexsmith through these key functions:

- Increasing opportunities for community connections and developing partnerships to promote community wellbeing;
- Enhancing opportunities for community wellbeing such as active living, healthy eating and community connectedness;
- Assisting in the development of environments within our community supportive of healthy living; and
- Advocating for the wellbeing of the community of Sexsmith, advising Council and other agencies regarding the mandate and objectives related to wellbeing.

Key Responsibilities of the Wellness Coordinator

Duties of the Wellness Coordinator include, but are not limited, to:

General:

- Serving as the Coordinator of the Sexsmith Wellness Coalition and the Coalition's events & programs.
- Planning, development, implementation and assessment of health promotion initiatives.
- Facilitating the sharing of resources and information where possible and acting as a resource to the community. Strategies include education, advocacy, resource management, skill development, research, evaluation, social marketing, community development, public relations and policy development.
- Management of Community events or assisting in the coordination of Community events as needed.
- Serving as a representative for the Town on the Grande Prairie Regional Recreation Committee as needed.
- Attending to and directing to appropriate staff, members of the public entering the building when other front-end staff not available.

- Being innovative in finding sources of program funding and applying for this funding on behalf of the Town and adhering to funding requirements including but not limited to final reporting.
- Working with and collaborating with departments of the Town as needed in the performance of duties.
- Preparing regular (monthly) reports for the Sexsmith Wellness Coalition, Chief Administrative Officer and Town Council.
- In consultation with the Chief Administrative Officer, hiring and supervising staff employed or contracted for wellness programming.

Financial:

- Ensure that all internal programs follow approved accounting practices and meet budget requirements.
- Submit a proposed budget each year, in November, and work with Council and the Chief Administrative Officer to finalize the budget.

Other:

- Respond to media inquiries related to wellness programming, advertise programming and prepare media releases with approval of the Chief Administrative Officer regarding programming as needed.
- Work with Community organizations to encourage cooperation and collaboration, whenever possible.
- Act as the Sexsmith Farmers' Market Manager
- Ensure all programming recognizes and implements the safety standards of the Town.
- Other related duties and tasks as assigned by the Chief Administrative Officer, or designate in the absence of the manager.



Town of Sexsmith Fire Department

FTE Firefighter 1

Job Description

A. IDENTIFICATION:

POSITION TITLE: FTE Firefighter
DEPARTMENT: Fire Services
SUPERVISOR(S): District Fire Chief under direction of the Fire Chief and CAO
SUPERVISES: Paid Volunteers

B. POSITION PURPOSE

The FTE firefighter is responsible for:

- Directing any deficiencies or requirements to the District Chief or his/her absence the Deputy Chief.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are forwarded to the District Chief in a courteous and expedient manner.
- Performing and possibly directing firefighting, dangerous goods, and rescue activities, determining and making recommendations regarding the necessity for additional apparatus and personnel.
- Directing emergency operations until a transfer of command is established as required.
- Positively lead by example around the fire hall.
- Ensuring clear lines of communication both up and down in the department.
- Planning, directing, and supervising with support from fire administration and subordinate members the activities and training for the department.
- Ensuring that all members adhere to Operational Procedures, policies and processes as established by the Fire Service administration.
- Ensuring that members perform all duties in a safe and effective manner.
- Ensuring the overall morale and wellbeing of all members under their control.
- Ensuring operational/tactical readiness of all equipment and apparatus in the fire hall (all equipment and apparatus put back to a state of readiness after any activity)
- Ensuring that general housekeeping and maintenance is maintained. Ensuring that Fire Hall and all apparatus are maintained and kept in a state of cleanliness. In situations where maintenance is beyond in-house expertise, ensuring that the District Chief is informed.

- Ensuring adequate records are kept of all required maintenance and training in accordance with established record keeping systems.
- Ensuring all reports and inspections guaranteeing conformance with Alberta Transportation regulations, are completed as identified.
- Using truck check list to ensure truck checks are done after all calls and practices to:
 1. Ensure all equipment is in place.
 2. All equipment is in working order.
 3. All apparatus is operationally/tactically ready.
- Ensuring all records and checklists, once completed are forwarded to the District Chief.
- Ensuring that recruitment and retention of Paid Responders is maintained and if required help in the recruitment process.
- Maintaining an updated roster and informing District Chief of any changes.

C. TRAINING/INSTRUCTION

- Ensure adherence to all training programs and continued competency requirements.
- Promoting and encouraging attendance for members at practices.
- Encouraging members to make up missed training dates.
- Ensure that identified training shortfalls/gaps are identified to the training officer and District Chief to be added or amended to the training program

D. GENERAL DUTIES AND RESPONSIBILITIES:

- Provide communication through regular meetings and appropriate delegation of responsibilities.
- Promote effective employee/employer relations.
- Participate and possibly organize and direct activities at fires and emergencies; be available for callbacks to emergencies.
- Keep abreast of changing local conditions and technological changes in firefighting, training, and prevention; including evaluation of new products or processes and recommendations for changes to the provision of services.
- Be a role model in change management and workplace innovation.
- Support, promote and honor the traditions that make the fire service what it is.
- Perform other related work as assigned.

E. TECHNICAL DUTIES AND RESPONSIBILITIES:

The FTE firefighter is responsible for the Operational Readiness, Training, and Fire Prevention activities of his/her assigned station. Work performance is evaluated in terms of the effectiveness of mentorship and task completion in firefighting and related operations.

- Ensure operational readiness for assigned areas of emergency response to ensure desired outcomes.
- Thorough knowledge of the methods used in combating, extinguishing, and preventing fires and related operations.
- Thorough knowledge of best practice for the response to medical or pre-hospital care incidents.
- Participates and potentially organizes and assumes command of firefighting activities and related emergencies as required.

- Ensures compliance with all operational procedures, policies Acts and regulations.
 - Ensures all required reports and reporting are completed in a timely fashion and forwarded to the District Chiefs Office. Including but not limited to; FIRS, truck checks, maintenance logs and requisition forms.
 - Ensure that all time keeping documents are **correct** and submitted before payroll cut off to ensure Payroll has adequate time to process.
 - Report through chain of command all health and safety incident occurrences to Town of Sexsmith safety and administrative personnel with the submission of an incident report within 24 hours of an incident and assist in the completion of claims as needed.
-
- Be familiar with the Town of Sexsmith Policy Manual and Safety Program and ensure compliance with these.
 - Potentially sit on the Town of Sexsmith Safety Committee as a representative of the Fire Department.
 - Work closely with Public Works and facilities to ensure the fire hall and grounds are appropriately maintained and secured.

F. MINIMUM QUALIFICATIONS:

- NFPA 1001– Level II
- NFPA 1072- Operations Level
- Valid AB drivers' license Class 5, with Air Brake Endorsement and acceptable driver's abstract
- Acceptable Criminal Records Check
- Recognized Emergency Medical Responder (EMR), Medical First Responder (80 hr program), Advanced First Aid, or higher with valid BLS CPR
- NFPA 1002 – Chapter 4 (Driving) and Chapter 5 (Pump)
- NFPA 1041– Instructor Level I

G. QUALIFICATIONS THAT MUST BE OBTAINED WITHIN 1 YEAR OF EMPLOYMENT

- Class 3 operators license
- Blue Card Incident command online/labs
- NFPA 1002 – Aerial Operations

H. PREFERRED QUALIFICATION

- Ice Rescue certification
- Basic Fire Safety Codes Officer (Alberta)
- NFPA 1051 – Wild land Fire Fighting
- NFPA 1021 - Fire Officer Level I
- NFPA 1041– Instructor Level II

I. KNOWLEDGE SKILLS AND ABILITIES:

- Ability to follow direction
- Leadership, management, motivational and interpersonal skills with ability to use tact, diplomacy, and mature judgment. Able to work effectively with all stakeholders;

- Ability to evaluate the effectiveness of department programs, develop business plans, correlate development with changing conditions within in the department, and analyze and develop recommendations;
 - Ability to prioritize and organize work assignments and as required, provide effective supervision;
 - Ability to provide leadership, motivation, mentoring and make sound decisions in directing the operations of personnel and equipment under emergency and non-emergency conditions;
 - Ability to apply sound reasoning and judgment to non-standard situations to arrive at new and creative solutions to problems while maintaining safety of crews and personnel;
 - Ability and willingness to work and respond to calls after hours;
 - Ability to successfully complete a physical abilities test and medical;
-
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act;
 - Ability to comply with records management practices as stated in the Town's Destruction and Preservation of Municipal Records Policy.
 - Strong knowledge of Vector Solutions Learning Management System

Fire administration will provide opportunities for all training requisite to this position to be obtained in a reasonable and attainable timeline.



Town of Sexsmith Fire Department FTE Firefighter 2 Job Description

A. IDENTIFICATION:

POSITION TITLE: FTE Firefighter
DEPARTMENT: Fire Services
SUPERVISOR(S): Station Captain under direction of the District Fire Chief

B POSITION PURPOSE

The FTE firefighter is responsible for:

- Directing any deficiencies or requirements to the station Captain or his/her absence the District Chief.
- Ensure that inquiries and complaints regarding fire department activities or responsibilities are forwarded to the District Chief in a courteous and expedient manner.
- Performing and possibly directing firefighting, dangerous goods, and rescue activities, determining and making recommendations regarding the necessity for additional apparatus and personnel.
- Positively lead by example around the fire hall.
- Ensuring clear lines of communication both up and down in the department.
- Support Captain with activities and training for the department.
- Ensuring that all members adhere to Operational Procedures, policies and processes as established by the Fire Service administration.
- Ensuring that members perform all duties in a safe and effective manner.
- Ensuring the overall morale and wellbeing of all members within SFD.
- Ensuring operational/tactical readiness of all equipment and apparatus in the fire hall (all equipment and apparatus are put back to a state of readiness after any activity)
- Ensuring that general housekeeping and maintenance is maintained. Ensuring that Fire Hall and all apparatus are maintained and kept in a state of cleanliness. In situations where maintenance is beyond in-house expertise, ensuring that the Station Captain is informed.
- Ensuring adequate records are kept of all required maintenance and training in accordance with established record keeping management systems.
- Ensuring all reports and inspections guaranteeing conformance with Alberta Transportation regulations, are completed as identified.
- Using truck check list to ensure truck checks are done after all calls and practices to:
 4. Ensure all equipment is in place.

- 5. All equipment is in working order.
- 6. All apparatus is operationally/tactically ready.
- Ensuring all records and checklists, once completed are forwarded to the Station Captain and or District Chief.
- Ensuring that recruitment and retention of Paid Responders is maintained and if required help in the recruitment process.

C. TRAINING/INSTRUCTION

- Ensure adherence to all training programs and continued competency requirements.
- Promoting and encouraging attendance for members at practices.
- Encouraging members to make up missed training dates.
- Ensure that identified training shortfalls/gaps are identified to the Station Captain and or District Chief to be added or amended to the training program

D.GENERAL DUTIES AND RESPONSIBILITIES:

- Provide communication through regular meetings and appropriate delegation of responsibilities.
- Promote effective employee/employer relations.
- Participate, organize and possibly direct activities at fires and emergencies; be available for callbacks to emergencies.
- Keep abreast of changing local conditions and technological changes in firefighting, training, and prevention; including evaluation of new products or processes and recommendations for changes to the provision of services.
- Be a role model in change management and workplace innovation.
- Support, promote and honor the traditions that make the fire service what it is.
- Perform other related work as assigned.

E.DUTIES AND RESPONSIBILITIES:

The FTE firefighter is responsible for the Operational Readiness, Training, and Fire Prevention activities of his/her assigned station. Work performance is evaluated in terms of the effectiveness of mentorship and task completion in firefighting and related operations.

- Ensure operational readiness for assigned areas of emergency response to ensure desired outcomes.
- Thorough knowledge of the methods used in combating, extinguishing, and preventing fires and related operations.
- Thorough knowledge of best practice for the response to medical or pre-hospital care incidents.
- Participates and potentially organizes and assumes command of firefighting activities and related emergencies as required.
- Ensures compliance with all operational procedures, policies Acts and regulations.
- Ensures all required reports and reporting are completed in a timely fashion and forwarded to the Captains office. Including but not limited to; run sheets, truck checks, maintenance logs and requisition forms.

- Ensure that all time keeping documents are **correct** and submitted before payroll cut off to ensure Payroll has adequate time to process.
- Report through chain of command all health and safety incident occurrences to Town of Sexsmith safety and administrative personnel with the submission of an incident report within 24 hours of an incident and assist in the completion of claims as needed.
- Be familiar with the Town of Sexsmith Policy Manual and Safety Program and ensure compliance with these.
- Potentially sit on the Town of Sexsmith Safety Committee as a representative of the Fire Department.
- Work closely with Public Works and facilities to ensure the fire hall and grounds are appropriately maintained and secured.

F.MINIMUM QUALIFICATIONS:

- Regional Training Firefighter Series – Interior qualification completed (FF101-401) or equivalent.
- NFPA 1072- Awareness
- Valid AB drivers' license Class 5, with Air Brake Endorsement and acceptable driver's abstract
- Acceptable Criminal Records Check
- Recognized Standard First Aid with BLS CPR
- NFPA 1002 – Chapter 4 (Driving) and Rural pump operations completion

G.QUALIFICATIONS THAT MUST BE OBTAINED WITHIN 1 YEAR OF EMPLOYMENT

- Class 3 operator's license
- Recognized Emergency Medical Responder (EMR), Medical First Responder (80 hr program), Advanced First Aid, or higher with valid BLS CPR
- Blue Card Incident command online/labs
- NFPA 1001 - Level 2
- NFPA 1072 – DG Operations

H. PREFERRED QUALIFICATION

- Ice Rescue certification
- NFPA 1002 – Aerial Operations
- NFPA 1051 – Wild land Fire Fighting

I. KNOWLEDGE SKILLS AND ABILITIES:

- Ability to follow direction
- Leadership, management, motivational and interpersonal skills with ability to use tact, diplomacy, and mature judgment. Able to work effectively with all stakeholders;
- Ability to prioritize and organize work assignments and as required
- Ability to provide leadership, motivation, mentoring and make sound decisions in directing the operations of personnel and equipment under emergency and non-emergency conditions;
- Ability to apply sound reasoning and judgment to non-standard situations to arrive at new and creative solutions to problems while maintaining safety of crews and personnel;
- Ability and willingness to work and respond to calls after hours;

- Ability to successfully complete a physical abilities test and medical;
- Ability to ensure all work-related information is kept confidential as per policy and in accordance with Freedom of Information and Protection of Privacy Act;
- Ability to comply with records management practices as stated in the Town's Destruction and Preservation of Municipal Records Policy.

Fire administration will provide opportunities for all training requisite to this position to be obtained in a reasonable and attainable timeline.

CHIEF ADMINISTRATIVE OFFICER CONTINGENCY SUCCESSION PLAN

A. PURPOSE

To ensure continuous coverage of those executive duties that are critical to the ongoing operation and sustainability of the Municipality, in the event of the *unplanned* and *extended* absence of the Town of Sexsmith Chief Administrative Officer (CAO).

To provide procedures for the temporary appointment of an Acting CAO in the event of the *unplanned* and *extended* absence of the Town of Sexsmith CAO.

This plan covers all situations where an *unplanned* and *extended* absence of the town of Sexsmith CAO occurs, whether that absence is *temporary* or *permanent*.

This plan does not apply to absences that are *planned*. It is the CAO's responsibility to inform the Town Council of a *planned temporary* or *short-term* absence, and to plan accordingly.

B. REFERENCES

1. Bylaw No. 950, Chief Administrative Officer Job Description
2. Municipal Government Act

Best Practices

While the Town Council acknowledges that an unplanned and extended absence of the CAO is improbable, it also understands that best practices in governance suggest that a contingency succession plan should be in place, in the event of an unplanned extended or permanent absence of the CAO.

C. DEFINITIONS

In this policy:

Acting Chief Administrative Officer shall mean the person appointed to the position of Chief Administrative Officer for the Municipality of the Town of Sexsmith who has been appointed to perform the duties of a permanent employee who is temporarily absent.

Chief Administrative Officer or CAO refers to the senior staff position of the Town of Sexsmith.

Council shall mean the municipal council of the Town of Sexsmith duly assembled and acting as such.

Extended Absence means an absence of greater than one month and includes a permanent absence.

Interim refers to a person who has been appointed to perform the duties of a vacant position while recruitment is underway.

Temporary Absence means one in which it is expected that the Chief Administrative Officer will return to their position once the events precipitating the absence are resolved.

Permanent Absence means one in which it has been confirmed that the Chief Administrative Officer will not return to their position.

Planned Absence means one that arises after at least one month's notice or one where the Chief Administrative Officer has an opportunity to make the necessary arrangements for coverage of their duties.

Unplanned Absence means one that arises unexpectedly, leading to an absence with no notice or less than one month's notice and where the Chief Administrative Officer has not had an opportunity to make the necessary arrangements for coverage of their duties.

Short-term Absence means an absence of one month or less.

Table 1 – Example of Absences
Italics indicate examples of absences covered by this plan

	Planned	Unplanned
Short-term (≤ 1 mos.)	Annual vacation Short-term medical leave	Short term temporary absence due to sudden illness or accident
Extended (> 1 mos.)	Extended absence due to an Expected purpose such as medical operation or sabbatical	<i>Extended but temporary absence due to sudden illness or accident</i>
Permanent	Retirement or resignation with notice of 1 month or more	<i>Sudden retirement or resignation Sudden incapacity or death</i>

D. PLAN

1. Plan Implementation

The Council will implement the terms of this plan in the event of an unplanned and extended absence of the CAO, including an absence that is expected to be permanent. It is the responsibility of the most senior staff member on duty to notify the Council of an unplanned and extended absence of the CAO, as soon as possible.

2. Key Interim Responsibilities

The full Job Description for the CAO is attached as Appendix A.

Among the duties listed in Bylaw No. 950, Part 10 and 11 list the key functions to be covered during an unplanned and extended absence of the CAO.

Table 2 – Chief Administrative Officer Key Functions

CAO FUNCTION
Strategic support to Council
Council agenda preparation
Liaison with political and executive level representatives of other municipalities and levels of Government
Leadership of Management Team
Authorities delegated to CAO subject to the Municipal Government Act

In addition to the duties identified in Table 2, the Council will, in consultation with the senior management team, identify key priorities that must be addressed during the interim period before the CAO returns or a new CAO is appointed.

3. Authority and Restrictions

The person appointed as Acting or Interim CAO will have the full authority for decision-making and independent action as the regular CAO.

4. Contract and Compensation

The person appointed as Acting or Interim CAO will receive a temporary salary increase to the entry level salary of the CAO or to 10% above his/her current salary.

5. Communications

As soon as possible after the Acting or Interim CAO has begun covering an unplanned absence, the Council and the Acting CAO will communicate the temporary leadership structure to the following audiences, in order:

- a) Management Team
- b) Municipal Staff

After the above contacts have been notified, the Council will consider developing a news release to announce the absence of the regular CAO, the time of their expected return, if known and the temporary leadership structure.

6. Guidelines for Appointment of an Acting or Interim CAO

6.1 Short Term-Temporary Unplanned Absence

In the event of an unplanned absence of the CAO that is expected to last one month or less, the position of Acting CAO will be filled by the Administrative Supervisor, subject to ratification of this appointment by resolution of Council.

Should the Council not appoint the Administrative Supervisor for any reason, the back-up appointees for the position of Acting CAO will be the City of Grande Prairie or an individual from Transitional Solutions Inc. or an individual available from Ravenhill Group Inc. Canada's Municipal Recruiting Specialists as determined by Council.

If the Administrative Supervisor is new to their position or to the town (less than 1 year), the Council may appoint one of the back-up appointees or another appointee of their choice to be Acting CAO by resolution of Council, or may decide to divide the duties of the position among the designated appointees.

6.2 Long-Term Temporary Unplanned Absence

In the event of an unplanned absence of the CAO that is expected to last for more than one month, Section 6.1 of this plan applies, and the Acting CAO if the Administrative Supervisor, the Supervisor will consider temporarily appointing an acting replacement to the position they have left vacant.

6.3 Permanent Unplanned Absence

In the event of an unplanned absence of the CAO that is confirmed to be permanent and where the town has no obligation to hold the CAO position open for the absent CAO, section 6.1 and 6.2 of this plan applies until an Interim CAO has been appointed. The back-up appointees for the position of Interim CAO will be the City of Grande Prairie or an individual from Transitional Solutions Inc. or an individual available from Ravenhill Group Inc. Canada's Municipal Recruiting Specialists as determined by Council. Contact provided in Appendix B.

6.4 Recruitment of Permanent CAO Replacement

In the event of an unplanned absence of the CAO that is confirmed to be permanent and where the town has no obligation to hold the CAO position open for an absent employee, the Corporate Services Committee will act as the Chief Administrative Officer Hiring Committee to oversee the process for hiring a new permanent CAO.

E. PREPARATIONS

1. Training of Potential Appointees to Acting CAO Position

The Administrative Supervisor as a potential appointee to the Acting CAO position will receive training as follows to prepare them to act as CAO in a contingency situation:

- a) Regular opportunities to perform as the Acting CAO role during planned absences of the CAO such as during vacations;
- b) Regular opportunities to chair meetings of the management team;
- c) Support for attendance at relevant training courses and opportunities;
- d) Occasional opportunities to “shadow” the CAO in order to acquire knowledge unique to the Town CAO position;
- e) Upon initial hiring, orientation regarding CAO responsibilities;

F. IMPLEMENTATION

1. Approval

The Council will be the approval body for the CAO Contingency Succession Plan ensuring its consistency with the Municipal Government Act or any other relevant legislation.

2. Review

Corporate Services Committee will review and make a recommendation to Council.

3. Maintenance of Record

The Chief Administrative Officer Contingency Succession Plan will be maintained in the Town of Sexsmith Policy Manual.

The CAO is authorized to make minor, non-substantive amendments to the plan to maintain it currency such as updates to references to legislative and position titles. A log of such minor amendments will be maintained to be considered during the annual review process.

4. Implementation and Communications Tools

To assist in the implementation of this plan, the CAO may attach implementation and communication tools in *Appendices* attached to the Chief Administrative Officer Contingency Succession Plan.

APPENDIX A
Bylaw No. 950, CAO Job Description & Organizational Chart
(CAO Bylaw signed August 21, 2017)

**Town Of Sexsmith
Job Description
Chief Administrative Officer**

TOWN OF SEXSMITH

BYLAW NO. 950

BEING A BYLAW OF THE TOWN OF SEXSMITH IN THE PROVINCE OF ALBERTA TO ESTABLISH THE POSITION OF AND TO DEFINE THE DUTIES AND POWERS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS pursuant to Sexsmith 205, Municipal Government Act, being Chapter M-26, 1, Revised Statutes of Alberta, 2000, every council must establish by bylaw a position of Chief Administrative Officer, and

WHEREAS every Council must appoint one or more persons to carry out the powers duties and functions of the position of Chief Administrative Officer;

NOW THEREFORE the Town Council of the Town of Sexsmith duly assembled hereby enacts as follows:

Definitions

14. Act shall mean the Municipal Government Act, being chapter M-26. 1, Revised Statutes of Alberta, 2000;
15. "Council" Shall mean the municipal council of the Town of Sexsmith duly assembled and acting as such;
16. "Municipality" shall mean the Town of Sexsmith;
17. "Town" shall mean the Corporation of the Town of Sexsmith and where the context so requires, means the land
18. "CHIEF ADMINISTRATIVE OFFICER" shall mean the person appointed to the position of Chief Administrative Officer for the Municipality of Sexsmith pursuant to the Bylaw
19. "Acting Chief Administrative Officer" shall mean the person appointed to the position of Acting Chief Administrative Officer for the Municipality of Sexsmith pursuant to this Bylaw;

General

20. This Bylaw may be referred to as the Chief Administrative Officer 's Bylaw"
21. Council hereby establishes the position of Chief Administrative Officer and this position shall be given the title of Chief Administrative Officer.

22. Council shall, by resolution, appoint a person to carry out the powers, duties and functions of the position of Chief Administrative Officer and that person shall be called the Chief Administrative Officer.

Powers, Duties and Functions

23. 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 exercises the powers and functions assigned to the Chief Administrative Officer by this Act and other enactments, or as assigned by Council;
- e. The Council may appoint an Acting Chief Administrative Officer to act during the illness, absence or other incapacity of the Chief Administrative Officer. The Council may by resolution, appoint an acting or interim Chief Administrative Officer who will have all the power, functions and duties of the Chief Administrative Officer while acting in the capacity, unless Council determines otherwise;

24. The Chief Administrative Officer must ensure that:

- a. All minutes of Council meetings are recorded in English language, without note or comment;
- b. The names of the council members present at the Council meetings are recorded;
- c. The minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting;
- d. The Bylaws and minutes of Council meetings and all other records and documents of the municipality are kept safe;
- e. The Minister is sent a list of the Council members and any other information the Minister requires within five days after the term of the Council members begin;
- f. The corporate seal, if any, is kept in the custody of the Chief Administrative Officer;
- g. The revenues of the municipality are collected and controlled and receipts are issued in the manner directed by Council;
- h. All money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by Council.
- i. The accounts of authorized expenditures referred to in section 248 of the Act are paid;
- j. accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality's debt limit is based and the things included in the definition of debt for the municipality;
- k. The actual revenues and expenditures of the municipality are compared with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs;
- l. Money invested by the municipality is invested in accordance with Section 250 of the Act;
- m. Assessments, assessment rolls and tax rolls for the purpose of Parts 9 & 10 of the Act are prepared;
- n. Public auctions held to recover taxes are carried out in accordance with Part 10 of the Act;

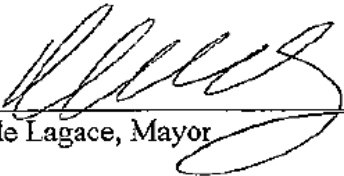
- o. Subsection 9(a) to 9(b) apply to the Chief Administrative Officer in respect of Council committees that are carrying out powers, duties or functions delegated to it by Council.
- 25. A Chief Administrative Officer may delegate any of the Chief Administrative Officer 's powers, duties or functions under this Act or any other enactment or Bylaw to a designated officer or an employee of the municipality.
- 26. Bylaw No. 906 is hereby repealed
- 27. The effective date that this Bylaw shall take full force and effect is upon third and final reading.

This Bylaw shall repeal Bylaw No. 906

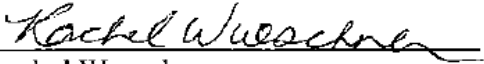
Read a first time this 21st day of August, 2017.

Read a second time this 21st day of August, 2017.

Read and finally passed this 5th day of September, 2017.



Claude Lagace, Mayor



Rachel Wueschner
Chief Administrative Officer

APPENDIX B-1

Temporary Unplanned CAO Absence – Process Checklist

- ☐ A member of staff receives notification that the CAO will be absent for an unplanned and extended period
- ☐ The member of staff who has received the notification advises the most senior staff person on duty as soon as possible
- ☐ Administrative Supervisor assumes role of Acting CAO pending Council ratification by resolution
- ☐ Mayor calls for a special meeting of the Council as soon as possible
- ☐ Council reviews CAO Contingency Succession Plan and ratifies or amends it ensuring consistency with the Municipal Government Act or any other relevant legislation
- ☐ Council ratifies appointment of Acting CAO
- ☐ Acting CAO determines whether to appoint an acting replacement for the position they have temporarily left vacant

APPENDIX B-2

Permanent Unplanned CAO Absence – Process Checklist

- ☐ A member of staff receives notification that the CAO will be absent for an unplanned and extended period
- ☐ The member of staff who has received the notification advises the most senior staff person on duty as soon as possible
- ☐ Administrative Supervisor assumes role of Acting CAO pending Council ratification by resolution
- ☐ Mayor calls for a special meeting of the Council as soon as possible
- ☐ Council reviews CAO Contingency Succession Plan and ratifies or amends it ensuring consistency with the Municipal Government Act or any other relevant legislation
- ☐ Council ratifies appointment of Acting CAO to serve until an Interim CAO is appointed
- ☐ Acting CAO determines whether to appoint an acting replacement for the position they have temporarily left vacant
- ☐ Council confirms that there are no legal obligations to hold the CAO position open for the absence CAO
- ☐ Council calls for the formation of a CAO Hiring Committee which shall be the Corporate Services Committee as soon as possible

APPENDIX B-3

Permanent Unplanned CAO Absence – Hiring a CAO
Municipal Affairs “Hiring a Chief Administrative Officer” – See Next Page

Municipal Affairs

Hiring a Chief Administrative Officer

Revised July 2014



**Capacity Building, Municipal Services Branch
Hiring a Chief Administrative Officer
Alberta Municipal Affairs**

©2014 Government of Alberta

www.municipalaffairs.alberta.ca

Print Version ISBN No.: ISBN 978-1-4601-1777-4

Electronic (PDF) Version ISBN No.: ISBN 978-1-4601-1778-1

Printed in Canada

Table of Contents

<i>Introduction.....</i>	<i>1</i>
<i>Responsibilities and Duties of a CAO</i>	<i>2</i>
<i>Role of Council.....</i>	<i>2</i>
<i>The Recruitment Process.....</i>	<i>2</i>
<i>Step 1 - Responsibilities and Requirements of a CAO</i>	<i>3</i>
<i>Step 2 - Determine Salary (inclusive of benefits)</i>	<i>4</i>
<i>Step 3 - Recruitment.....</i>	<i>4</i>
<i>Step 4 – Screen Applications</i>	<i>5</i>
<i>Step 5 – Conduct Interviews and Select a Candidate.....</i>	<i>5</i>
<i>Step 6 - Check References and Make an Offer.....</i>	<i>6</i>
<i>Summary</i>	<i>9</i>
 <i>Samples</i>	 <i>11</i>
<i>Chief Administrative Officer Bylaw</i>	<i>13</i>
<i>Advertisements</i>	<i>17</i>

Introduction

All municipalities, at some point, will have to hire a new Chief Administrative Officer (CAO). Hiring a CAO will be a result of a vacancy that may be caused by a retirement, resignation, death, relocation or termination.

The *Municipal Government Act (MGA)* serves as the legislative base for much of what municipalities do in Alberta. Under the *MGA* a municipality must appoint one or more persons to the position of chief administrative officer to head the municipal administration. A CAO position(s) must be established (Section 205) by bylaw and someone must be appointed to the position(s) by resolution or motion of council. These specific *MGA* sections are:

- ☐ Chief Administrative Officer; (see Section 205)
- ☐ Appointment, Suspension and Revocation; (see Section 206)
- ☐ Designated Officers; (see Section 210)

As the CAO position is the administrative head of the municipality, council should approach this dynamic positively. Qualified individuals with the necessary skills should be recruited.

This is an opportune time for council to evaluate the municipality's strengths and understand the challenges. Council should ask themselves questions like: Where does council want the municipality to be in five or ten years, and what is council's vision? How can the municipality be positioned for the future? What type of skills would a new CAO need to move the municipality forward?

The Self-Assessment Questionnaire and/or the Capacity Building Toolkit; developed as part of the Municipal Sustainability Strategy, is an excellent start to this evaluation. The Self- Assessment Questionnaire is a comprehensive list of questions under eight broad subject areas that will help a municipality identify the community's assets as well as areas for potential improvement. These questions should be considered objectively and critically.

The Capacity Building Toolkit provides an inventory of capacity building tools currently offered by Municipal Affairs, Alberta's municipal associations and other municipally related entities.

These tools have been matched to each group of indicators in the Self-Assessment Questionnaire, enabling municipalities to identify those resources which are available to help them improve performance in particular areas of concern.

The results obtained from this toolkit may lead council to explore options like changing the way services are delivered or maybe sharing a CAO with another municipality to help your municipality to achieve Council's long term goals and visions.

Responsibilities and Duties of a CAO

Sections 207 and 208 of the *MGA* detail the responsibilities and duties of a CAO. The principal function of a CAO is to act as the administrative lead of the municipality and to ensure all resolutions and bylaws of council are carried out efficiently and effectively.

The CAO serves as the link between council, which sets policy, and administration, which implements policy. The CAO is expected to understand the direction of council and ensure that programs and services are delivered following council's mandate.

The responsibilities of a CAO require a high level of professional expertise, education, specific training and relevant work experience. Council should expect to receive in-depth analyses, options and preferred alternatives from this individual.

Role of Council

The hiring of a CAO is a key responsibility of council. Council needs to be comfortable with the type of duties and level of authority associated with the job. Experienced and professional managers expect to be granted a certain degree of responsibility and autonomy and thus be able to act on behalf of council within approved policy.

When a vacancy occurs, it is considered a best practice to fill the position on a temporary basis until a suitable permanent replacement is found to ensure that the responsibilities of a CAO continue to be properly fulfilled. The acting or interim CAO must be capable of doing a reasonable job and provide management continuity. A council may choose to fill this interim position by rotating several senior managers on a pre-arranged schedule, by appointing a current municipal employee, or by hiring a person from outside the organization for short term cover off. Utilizing internal personnel allows council to see potential internal candidates in action.

It is essential that council and administration continue to work together during this transitional period.

The Recruitment Process

Council's decision to hire a new CAO means development and implementation of a recruitment process to ensure that the best person possible for the municipality is hired. This individual will have the qualifications council is looking for, but more importantly, will possess the necessary skills to take the municipality in the direction council has chosen for the future.

Remember, a strong and successful municipality relies on the CAO. A well-developed recruitment process ensures that council hires a person who possesses the core skills the municipality needs now and into the future.

While a municipality will want to develop a recruitment process that is tailored for the particular circumstances, each of these steps should be undertaken:

Step 1 - Determine the Responsibilities and Requirements of a CAO

Step 2 - Determine the Salary (inclusive of benefits)

Step 3 - Recruit to the Position

Step 4 - Screen Applications

Step 5 - Conduct Interviews and Select a Candidate

Step 6 - Check References and Make an Offer

Step 1 – Determine the Responsibilities and Requirements of a CAO

Council should develop or update the position description to clearly define the duties and responsibilities within the *MGA* and as assigned by Council, with measurable results for each. A position description is necessary so that potential candidates fully understand the expected responsibilities and degree of authority. The position description should be completely reviewed and approved by council. Council needs to recognize it is critical that they determine both the key responsibilities and the level of authority, including the requirements of Sections 207 and 208 of the *MGA*.

The *MGA* does not prescribe the qualifications for a CAO. However, more municipalities are recognizing the value in bringing in candidates with solid experience as well as academic qualifications.

Chief administrative officers must be able to:

- ☐ ensure all programs are developed according to Alberta legislation, industry standards, and best practices.
- ☐ provide strong leadership and direction
- ☐ work in a team environment as well as work independently
- ☐ communicate their ideas effectively in person and in writing
- ☐ deal effectively with high pressure and challenging situations.

They should have experience in, and be comfortable and competent with, managing information and making decisions, negotiating with people, finding innovative solutions to problems, and administering and monitoring budgets. Although more subjective in nature, the successful candidate should also have the ability to adapt their management style to the needs of council and to understand the culture of the organization and community.

Chief administrative officers may come from various academic backgrounds such as:

- ☐ public administration
- ☐ business administration
- ☐ engineering

- ❑ accounting
- ❑ land use planning and development, or
- ❑ recreation administration.

The successful candidate may be expected to have completed a number of specialized training courses which are municipally related such as Local Authority Administration Level I and Level II offered at the University of Alberta, or equivalent, and have some acceptable senior management experience.

For more information on the Chief Administrative Officer Profile, please visit <http://occinfo.alis.alberta.ca/occinfopreview/info/browse-occupations.html> and search for the occupation.

Step 2 - Determine Salary (inclusive of benefits)

CAO salaries vary greatly depending on the size and operations of the municipality and the education and experience of the CAO. Ensure that your municipality can afford to pay for the experience, knowledge and skills being recruited.

Step 3 - Recruit

A municipality can engage an employment recruitment consultant, enlist human resources, set up a council committee, or the council itself for the recruitment process. Whichever method is chosen, it should be remembered that a good deal of time is involved, particularly with regard to reviewing applications and moving forward to the final decision.

Council should ensure that candidates have a key point of contact to answer questions regarding the position, community and governance.

Advertising

The following issues should be taken into account when placing the advertisement:

1. Where to advertise: The decision on where to advertise can affect the quantity and quality of the candidates. Potential options include:
 - an advertisement in a local, regional or city/national newspaper
 - an advertisement in an industry trade journal
 - an advertisement with municipal associations such as the Alberta Urban Municipalities Association, the Alberta Association of Municipal Districts and Counties or the Federation of Canadian Municipalities
 - an advertisement with the administrator associations such as the Local Government Administration Association, the Alberta Rural Municipal Administrators Association, and the Society of Local Government Managers
 - an internal position posting
 - the municipality's website

2. How to word the advertisement to contain critical information about the position, the community, the necessary candidate qualifications and contact information for submission of applications.
3. Closing date

Newspaper advertising can be a very successful method of attracting good candidates. It is beneficial to place the advertisement in newspapers circulated in the larger centers, as well as local publications.

The municipal political and administrative associations mentioned above provide advertising options, in print and on-line, should a municipality wish to make use of them.

Step 4 – Screen Applications

Council should base the choice of candidate on the criteria set out in the position description and the advertisement, all of which were previously decided.

Once council has reviewed all applications to select potential candidates with the appropriate work experience and educational qualifications, council is still left with the basic question: "Who will best fit the community?"

All applications should be screened in a consistent and fair manner. Strengths and weaknesses of each short-listed candidate should be discussed in light of what council feels is needed by the community and the organization. An interview panel is set from within council, interview times set and candidates selected through the screening process are contacted and invited for a minimum of one interview.

Step 5 – Conduct Interviews and Select a Candidate

The use of open ended questions during the interview will help to clarify the strengths and weaknesses of candidates. The candidate's approach to tough questions and the process outlined by the candidates in how they would resolve the issues put before them, will give council a good indication of the candidate's sensitivity, maturity, judgment, character and personal suitability.

A series of potential interview questions follow:

- ☐ How do you view the role of CAO compared to that of council?
- ☐ How would you describe your management style? Utilize examples from your most recent experiences to illustrate this style.
- ☐ How would you describe your strengths and weaknesses?
- ☐ What one attribute would you be best known for in your experiences to date?
- ☐ What one area of weakness do you feel you should work on most urgently?
- ☐ How would you propose to learn more about the community should you be hired?
- ☐ What purpose(s) would management meetings serve?

- ☐ When hiring senior staff members, what attributes do you feel are most critical to the success of any candidate?
- ☐ What administrative tools or processes or management techniques do you feel are most critical to your success? Please describe these techniques.
- ☐ In what ways would you propose to become involved in the community?

Using questions like this should allow council to gain a relatively good feel for the management style and character of the candidate.

Technical questions are also important to determine a candidate's understanding of municipal finances, strategic planning and the role of a CAO in a council or committee meeting.

Selecting the Right Candidate

After all the interviews have concluded, the interview panel should ask themselves the following questions:

- ☐ Did the candidate understand all the questions? If not, did the candidate seek clarification?
- ☐ Did the candidate respond quickly and appropriately to the questions?
- ☐ Did the candidate come across as truthful and forthcoming?
- ☐ Did the candidate come across as sincere and trustworthy?
- ☐ Did the experience and academic qualifications of the candidate meet or exceed the requirements of the advertisement?
- ☐ Did the leadership style described by the candidate seem to fit the style exercised by Council?
- ☐ Did the candidate recognize his/her own role in relationship to that of Council and the Mayor/Reeve?
- ☐ Did the candidate demonstrate a relatively clear understanding of the management process or will the senior staff be spending much of their first year training the manager?
- ☐ What was your overall assessment for whether or not this candidate will "fit" into the organization and the community?

Step 6 - Check References and Make an Offer

Council should ensure that two or three employment references are contacted on behalf of either the short-listed candidates or the final candidate. The references should include people whom the candidate has worked for, or with, in his/her present position and most recent position(s). Academic reference checks should also be conducted on candidates. While candidates will naturally be reluctant to have their current employer contacted too early in the selection process, it is justifiable to request such a reference once a final decision has been made. In other words, the offer to the candidate can be made subject to an appropriate reference from the current employer.

Discussions with previous employers and written references provided by the candidates will aid council in determining the fit of that person within the community and organization. The *Freedom of Information and Protection of Privacy Act (FOIP)* provides a framework of provisions for checking reference information.

Section 17 of *FOIP* sets out what information can and cannot be released by a reference without consent of the candidate. Section 40(1)(x) allows reference information about a current or former employee to only be provided to another department or agency **within the same public body** without consent. Thus, if a candidate is currently or has previously worked within your municipality, their supervisor may be contacted for reference information regardless of the reference contacts provided by the candidate.

Personal information, such as attendance, performance, or salary history cannot be provided to any outside party without the specific consent of the candidate (Section 40(1)(d)). Therefore, candidates must provide you with consent enabling anyone outside the municipality to provide a reference containing such information to a potential employer.

Sometimes candidates will ask for “generic” references from supervisors, human resource staff or teaching staff. The fact that they have asked does not meet the consent requirements of the *FOIP* Regulation (section 7). The candidate can either provide the consent to their supervisor and other references, or he or she can provide the consent to the potential employer. In the latter situation, the supervisor providing the reference should ask for confirmation that consent was given. Consent **must be received in writing** unless the public body has established “rules” to accept consent electronically or orally in accordance with Section 7 of the *FOIP* Regulation.

Whether consent is given in writing, in electronic form, or orally, there are certain requirements that are common to all three forms of consent:

- ☐ there must be a record of the consent over which the public body has control,
- ☐ the identity of the person giving consent must be authenticated, and
- ☐ there must be a reliable link between the person giving the consent and the consent itself.

Once proper consent has been given by the candidate, the person providing the reference **may only disclose the information which the employee has specifically consented to have disclosed**. Section 40(4) states that a public body may disclose personal information only to the extent necessary to enable it to carry out the purposes described in section 40(1).

For further information on the *Freedom of Information and Protection of Privacy Act* and reference checks see **<http://www.servicealberta.gov.ab.ca/foip/>**.

How to Make an Offer

Once the recruitment and reference checks have been completed and council has made a decision, making an employment offer is the next step. The offer needs to be properly thought out in advance and clearly communicated. It is recommended that the municipality's legal counsel prepare or review the offer of employment, or employment contract to ensure proper conditions and employment clauses are included prior to the offer being made to the selected candidate.

An offer should be presented to the selected candidate in two steps: initially by telephone, and later in writing. Once the terms and conditions have been agreed to by council, the initial offer by telephone should be made by the designated person on behalf of council. This telephone offer should be made as quickly as possible after the candidate has been selected by council in order to ensure the candidate is still available. It may well be the preferred candidate has other offers.

In making a written offer, council should incorporate the following elements:

- ☐ Start date
- ☐ Salary (for what time period and date of review)
- ☐ Probationary period (e.g. six months to one year)
- ☐ Benefits
- ☐ Vacation
- ☐ Expense policy (work related)
- ☐ Moving expenses
- ☐ Any special terms or conditions of employment, such as professional development (council policy), etc.

While not all inclusive, these points provide council with some of the items which should be covered in a letter of offer.

The letter should be forwarded by the designated person on behalf of council, and the successful candidate should be asked to sign the letter in the space provided and return a copy to council for the personnel files.

When the candidate receives the written offer, he/she should be given adequate time to review the offer, if necessary seek advice, and then respond within forty-eight hours or another amount of time deemed reasonable by council. This should not be a lengthy process or council may have to proceed with their second choice.

If the candidate has any questions, they should be asked to contact the designated person. They may have a concern about the cost of relocation; or the probationary period; or the starting salary. Any further negotiations on these (or other) matters should proceed quickly.

Employment Contract

A CAO is normally hired subject to the terms and conditions of a mutually acceptable employment contract and then appointed by resolution of council. Such a contract sets out the terms and conditions of employment, similar to the written offer of employment stated above. Legal counsel should be used to prepare the contract. A contract with a CAO provides both parties with a clear understanding of the employment arrangement and the expectations of each.

A contract should anticipate problems or issues and serve to eliminate ambiguities. Both the candidate and council have input, therefore the final document should reflect a common understanding.

A CAO contract has been published by the Town of Canmore and the town has consented to the use of it as a sample. The contract includes several schedules, including a Chief Administrative Officer Bylaw, position description, Benefits at a Glance, Code of Ethics, and performance review information.

The contract can be viewed at: <http://www.canmore.ca/Service-Areas/Executive-Office/>.

Summary

The hiring of a CAO should never be dealt with in a casual fashion but rather in a thoughtful, careful manner to ensure that the interests of the council, the community and the candidate are appropriately reflected.

Most municipalities have successful relationships with their CAO's. These relationships are based upon mutual trust, respect and confidence, and reflect a clear understanding of the roles of both parties.

Since the performance of the CAO often has a direct bearing on the public's view of the performance of council, it is essential that council make the most appropriate choice.

It is recommended that legal advice be obtained at appropriate stages throughout the process in order to reduce any future risks for the municipality.

No single approach is fool-proof. A step-by-step process, however, should reduce the potential for error and ambiguity.

Samples

These samples are provided for the information and the convenience of municipalities and are not meant to be all encompassing. The bylaw has no legislative sanction. For certainty, legal advice should be sought before final reading of a bylaw.

Information provided is solely for the user's information and is provided strictly as is.

Chief Administrative Officer Bylaw	13
Advertisement Samples	17

Bylaw No. _____

CHIEF ADMINISTRATIVE OFFICER BYLAW

A BYLAW OF THE MUNICIPALITY IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

The *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

And, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Municipality in the Province of Alberta duly assembled; hereby enacts as follows:

PART I: BYLAW TITLE

- 1.1. This bylaw shall be known as the “Chief Administrative Officer Bylaw”.

PART II: DEFINITIONS

- 2.1. *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2. *Chief Administrative Officer or CAO* means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3. *Council* means the council of the municipality.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1. Council hereby establishes the position of Chief Administrative Officer.
- 3.2. Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3. Council may, by resolution, appoint a Deputy CAO. The Deputy CAO shall act as the CAO if the CAO becomes ill or is otherwise prevented from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4. Except for the purpose of an official inquiry, the Council shall deal with the administration and the control thereof solely through the CAO.

PART IV: RESPONSIBILITIES

- 4.1 The CAO’s responsibilities shall be in accordance the Section 207 of the *Act*.

PART V: ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.
- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority to:
- 5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - 5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report such a change to Council;
 - 5.2.3 be present at any meeting of Council or committee of council;
 - 5.2.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
 - 5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - 5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - 5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
 - 5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council;
- in accordance with any bylaw or approved policy of Council.
- 5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO's powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

PART VI: SEVERABILITY

- 6.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

7.1 Bylaw No. _____, the Chief Administrative Officer Bylaw, is repealed.

PART VIII: ENACTMENT

This Bylaw shall come into force and effect when it receives third reading and is duly signed.

READ a first time this _____ day of _____, 20____.

READ a second time this _____ day of _____, 20__.

READ a third time this _____ day of _____, 20____.

Signed this _____ day of _____, 20____.

Chief Elected Official

Chief Administrative Officer

Advertisements

Sample #1

_____, with a population of approximately _____, is the center of a thriving mixed farming and oil and gas region. As well as full hospital, health, and educational services, the community offers excellent recreational facilities with many nearby lakes and rivers and close proximity to a variety of year-round outdoor pursuits. The community is also within easy driving distance of _____.

The Chief Administrative Officer is responsible for the overall administration of the _____ and should have the following competencies:

- Proven ability to provide overall leadership for the planning, development, and management of a variety of municipal services and to provide well researched guidance to Council and all staff.
- Proven ability to create and lead a participative workplace with a cohesive management team that promotes and sustains a productive workplace with excellent customer service.
- The ability to see municipal services from a regional perspective and to develop and foster shared services and partnerships with other municipalities.
- The ability to develop a presence in the community and collaborate with other community partners, industry, and government in attracting and fostering economic development.
- Proven ability to liaise effectively with Council, other elected officials, residents, developers, community groups, and other levels of government, with effective communication, facilitation, and conflict resolution skills.
- Analytical ability in preparing reports and compiling information for Council, together with a good knowledge of and proficiency in all related information technology.
- The knowledge and ability to minimize unnecessary bureaucracy and ensure the most time and cost efficient administration of all municipal services.

The successful candidate will have progressively more responsible experience in relevant areas of municipal administration, together with post-secondary education in a related discipline. CLGM designation, or close to completion, is preferred.

Remuneration is negotiable and will be commensurate with your experience, knowledge and abilities. A comprehensive benefits package is also provided.

Applications are preferred by email. Please reply in confidence by _____.

Sample #2

Chief Administrative Officer

Municipality _____

Job Description

The chosen candidate must be a team player, working with Council to provide leadership, and possess exceptional communication abilities. Candidates with experience and education in budgeting, finance, and management with a sound understanding of municipal administration and governance will be given preference. As a small village, the CAO will be expected to be an integral member of the community and to work with not for profit organizations/volunteers on many projects.

Application deadline is 1:00 p.m. on closing date.

Closing Date _____

Sample #3

Position Deputy Chief Administrative Officer

Municipality _____

Job Description: The _____ is looking for a Deputy Chief Administrative Officer to provide sound administrative assistance and program support to the Chief Administrative Officer.

The successful applicant will be experienced in handling a wide range of administrative and executive support related tasks and will be extremely well organized, very detail oriented, flexible and able to deal with competing priorities and produce quality professional work. The individual will have highly developed communication and customer service skills necessary in dealing with the general public. They will possess tact and good judgment in handling confidential and sensitive information including information relating to personnel issues.

Qualifications:

- Extensive knowledge of accounting and payroll policies and procedures
- Strong computer, communication and organizational skills
- Knowledge of and work experience with Microsoft Office (Word, Excel and Publisher)
- Ability to organize and prioritize work, and meet strict deadlines while maintaining a high degree of accuracy
- Prior municipal knowledge and experience considered an asset
- Willingness to enroll and receive Local Authority Administration program
- Demonstrates oral and excellent written communication skills
- Also demonstrates tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.
- Excellent customer service skills to respond to inquiries
- Possess strong interpersonal skills, negotiation, analytical and problem solving skills
- Minimum of five (5) years of administrative experience
- Post-secondary degree or diploma in a relevant field of study or work experience

We thank all applicants in advance for their interest in this position, however, only those selected for an interview will be contacted. This competition closes upon selection of a suitable candidate.

Please forward your resume to the undersigned. Closing Date:

Sample #4

Municipality of _____

Reporting to the Mayor and Council, the Chief Administrative Officer (CAO) is responsible for the overall administration of municipal operations and the day-to-day tasks of the

_____, as directed by Mayor and Council. He/she is responsible for directing, controlling and coordinating the activities of the _____ departments which includes full-time and part time staff.

The ideal candidate will possess post-secondary education in Business Management, Public Administration, or a combination of relevant training and senior leadership experience achieved over a six to ten year period to be considered for this position.

Your proven abilities to develop positive relationships in a diverse environment will be complimented through municipal government experience.

- A demonstrated track record of leadership and senior management experience within a dynamic multi-dimensional service organization.
- Perform all functions, duties and requirements of a Chief Administrative Officer as specified in the *Municipal Government Act*
- An ability to work effectively with elected officials, community volunteers, boards and committees and public participation processes. Strong skills in motivating others and creating a shared purpose with a "positive" customer driven attitude.
- A progressive approach with proven experience in strategic planning, organizational development and achieving results in building team relations.
- Able to practice an open and transparent form of communication (oral and written) to staff, contractors, vendors, ratepayers and Council.
- A strong commitment to the health & safety of employees, contractors, and the general public.
- A thorough understanding of financial systems, budgeting and the municipal auditing process.
- Successful completion of the Local Authorities Administration program of studies or equivalency will be considered a definite asset.
- Must be willing to reside in, or close to the municipality, and be visible within the community.

A competitive salary and comprehensive benefits package is available.

Please submit your cover letter and resume (with a minimum of 3 employment references) electronically, or regular mail outlining experience, education in key municipal functions, reasons for applying and salary expectations by 12:00 p.m. on the closing date to the undersigned.

References

Some of these references are from other provinces and pieces of legislation which may differ from the *Alberta Municipal Government Act*.

A Guide to Hiring Your Chief Administrative Officer (CAO), Municipal Finance and Advisory Services, Manitoba Intergovernmental Affairs and Trade, Government of Manitoba, June 2006 Website:
http://web5.gov.mb.ca/mfas/cao_hiring_guide.aspx

Freedom of Information and Protection of Privacy Act, Service Alberta, Government of Alberta Website:
<http://www.servicealberta.gov.ab.ca/foip/>

Hiring a CAO, Local Government Resource Handbook, Service Nova Scotia and Municipal Relations, Government of Nova Scotia, March 2005

Website: <http://www.novascotia.ca/dma/publications/government-resource-handbook.asp>

Occupational and Education Programs, Alberta Learning Information Service, Government of Alberta

Website: <http://occinfo.alis.alberta.ca/occinfopreview/info/browse-occupations.html>

Chief Administrator Contract, Town of Canmore

Website: <http://www.canmore.ca/Service-Areas/Executive-Office/>

APPENDIX C

Implementation and Communication Tools

Policy Statement

Report for Council

Monthly reports for Council shall be presented for a regular Council meeting with the department head responsible

1. FCSS - FCSS Co-ordinator
2. Public Works -Town Foreman Superintendent
3. Administration - Chief Administrative Officer
4. Financial - Administration Supervisor
5. Fire Department – Fire Chief
6. Library – Librarian
7. Wellness Coordinator

The monthly report shall include a description of activities during the past month, as well as an outline of plans for the present month.

All reports shall be submitted to the Chief Administrative Officer for inclusion in the Council packages. If the department is covered by a Council committee, the reports shall be first submitted for the committee meeting and then passed on to the whole Council with the committee meeting minutes.

Council, from time to time, may request a department head to attend a Council meeting for additional discussion of the department.

4.2 Policy Statement

Payment of Travel and Subsistence

The following payment structure outlines travel expenses and subsistence paid to the Town of Sexsmith employees and Council members while travelling on behalf of the Town.

Where representatives from the Town attend meetings or conferences, from the time of leaving Sexsmith to their return to Sexsmith, they shall be paid for meals, based on receipts, to a maximum of \$65.00 per day.

A representative travelling for short local travel (under 100 KM) may not make a meal expense claim for breakfast and/or dinner unless a business reason is specified on the expense claim sheet. When a representative travels beyond 100 KM, the representative may claim the meal allowance:

- a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

A representative must not claim a meal allowance if a meal is provided at no cost (including when a meal is included in the expense of airfare), unless the representative declines the meal because of a demonstrated:

- a) dietary restriction; or
- b) business reason.

Accommodation will be reimbursed for actual hotel costs based on single-room occupancy upon presentation of hotel receipts. If arrangements for private accommodation are made, and commercial facilities are not used, an allowance of \$50 per night will be reimbursed without receipts.

Economy class airfare and other expenses, including, reasonable luggage fees, cab fare, parking, and registration fees, if applicable, will be reimbursed based on the actual cost per receipt.

Note that hotel accommodation, airfare and conference registration are typically paid for by the Town using a corporate credit card. Trip cancellation insurance is not an eligible expense for reimbursement for those making their own arrangements.

If a meal is purchased for another person in conjunction with a meeting, reimbursement will be paid for the actual cost of the meal, upon presentation of the receipt. Alcoholic beverages will not be eligible for reimbursement.

If an employee or Council member chooses to travel with their own vehicle where travel could have been accommodated by flying, airfare equivalency will only be eligible for a refund. For

travel to the following major centers, airfare equivalency is to be reimbursed at the following rates (based on round-trip travel):

Edmonton	\$460
Calgary ¹ (Kananaskis, Lake Louise, Banff, Canmore, Red Deer)	\$520
Vancouver	\$585

¹ For Kananaskis, Lake Louise, Banff, Canmore, Red Deer or other destinations that can be reached by airport shuttle, add shuttle equivalency cost to the \$520.

For travel to other locations by road, mileage shall be paid at per-kilometer allowance rate effective on the date of the travel as prescribed by the Canada Revenue Agency (CRA).

Travels to the following frequently travelled regional locations from Sexsmith shall be paid at a fixed rate:

Destination	Mileage² Allowed	Km/Round Trip
City of Grande Prairie	\$36	50
Wembley	\$63	88
Beaverlodge	\$92	128
County of Grande Prairie Administration Buildings	\$20	27
Evergreen Park	\$42	59
Spirit River	\$84	118
Hythe	\$77	108
Fairview	\$128	178
Valleyview	\$175	244
Falher	\$216	300
Peace River	\$249	346

When employees who do not reside in Sexsmith travel on official town business, travel shall be calculated using the CRA Government Rates for travel.

² Based on 72 cents per kilometer (Government Rates as of January 2025). Rounded to nearest dollar.

Town of Sexsmith Elected Official's Time Sheet

Name: _____ Date: _____

Mandatory Meetings:

Date	Location of Meeting	Type/Purpose of Meeting	Rate
		Monthly Supervision	
Mandatory Meetings		Total	\$

Personal Expense Claim

Date	Description of Trip & Expenses	Lodging	Meals			Other	Kms Claim	Amount
		Expenses	B	L	D			
Personal Expense Total								\$

Discretionary Meetings & Related Expenses:

Date	Location of Meeting	Type/Purpose of Meeting	Rate
Total			\$

Discretionary Expenses

Date	Description of Trip & Expenses	Lodging	Meals			Other	Kms Claim	Amount
		Expenses	B	L	D			
Total								\$

Discretionary Expenses Balance is _____ as at _____, 20____.

Employee Signature _____

Resolution 075-03-25

When a staff member is away attending a meeting or conference, out of town he/she shall be paid up to \$65.00 per day for meals based on receipts.

A staff member travelling for short local travel (under 100 KM) may not make a meal expense claim for breakfast and/or dinner unless a business reason is specified on the expense claim sheet. When a representative travels beyond 100 KM, the representative may claim the meal allowance:

- a) for breakfast, if the departure time is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later, or
- b) for lunch, if the departure time is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later, or
- c) for dinner, if the departure time is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.

A staff member must not claim a meal allowance if a meal is provided at no cost (including when a meal is included in the expense of airfare), unless the representative declines the meal because of a demonstrated:

- a) dietary restriction; or
- b) business reason.

Reimbursement will also be provided for actual lodging expenses. If a staff member chooses private accommodation, they shall be reimbursed at \$50.00/day. If a meal is purchased for another person in conjunction with the meeting, reimbursement will be paid upon presentation of the receipt for the expense.

Adopted Remuneration Rates for Council

Per Meeting Rates		All Day Meetings	
Regular Council Meeting:		Meetings 4 hours or more (does not include evening meetings)	\$250
Mayor Deputy Mayor	\$175	Meetings for 2-4 hours (\$150 after Oct 20, 2025)	\$125
Councillor	\$150	Meetings for 0-2 hours (\$100 after Oct 20, 2025)	\$75
Special Council Meeting:		For meetings outside the City of Grande Prairie or County of Grande Prairie, travel time can be added to the meeting time	
Mayor or Deputy Mayor	\$175		
Councillor	\$150	Mileage per/km – as per Federal government rate	
Monthly Supervision		Meeting Extension	\$50
Mayor or Deputy Mayor	\$750	If the meeting extends for more than 3 hours by unanimous resolution an additional fee will be paid for each Councillor/Mayor (if included in the timesheet)	
Councillor (After Oct 20, 2025 Monthly Supervision to increase to \$800 and \$500 respectively)	\$450		
*Maximum total for meetings for entire day: \$325.00 (\$350.00 daily total after October 20, 2025)			

Purpose:

To establish guidelines for the Elected Officials attending meetings, conferences and workshops.

Policy Statement:

The Town of Sexsmith recognizes that attendance to meetings and conferences are a form of education for Elected Officials. The Town of Sexsmith's current policy on Council attendance at conferences states the following:

As Alberta Municipalities Association is the provincial association for all municipalities and is our body to lobby the government, all members of Council shall attend all Alberta Municipalities conferences.

Councillors may attend one conference annually in addition to Alberta Municipalities. Other conferences brought forth by Council for a member to attend, in addition to the two mentioned above, may be attended by Council recommendation only.

Guidelines and Procedures:

1. Elected Officials may attend two conferences annually (must be in Alberta) with Alberta Municipalities being one that is attended.
2. Each Councillor will have a budget assigned of \$1500.00 annually. The Mayor will have a budget assigned of \$17,000.00 annually. These funds will be used towards any meeting, conference or workshop that is outside of the regularly scheduled committee meetings and two exempt conferences.
3. This budget would include airfare, mileage, food and lodging associated with the attendance to these meetings, conferences or workshops.
4. All expenses and honorariums will be published quarterly for the councillors and the Mayor. Scheduled meetings of council and committee meetings will be shown separately from the meetings described in # 2.
5. The Mayor will be assigned the arbitrator should any questions arise about the classification of a meeting.
6. Council members will provide an informational report to CAO by email regarding attendance to conferences and discretionary meetings to which the majority of Council did not attend. The CAO will include reports in the agenda package under "Information Items".

For further information please refer to policy 2.14 Council Remuneration and policy 2.15 Meeting Attendance

Long Service Awards

Employees and Fire Department Volunteers

Policy Statement

The Town of Sexsmith will recognize the significant contributions made by employees and volunteer fire department members by implementing a policy to acknowledge long-term service awards.

Purpose

To establish guidelines for implementing the Town of Sexsmith's long-term service recognition awards.

Definitions

For the purposes of this policy:

- (1) "Continuous Service" means continuous full-time or part-time employment with the Town of Sexsmith. Years of continuous service shall be calculated from the commencement date of full-time or part-time employment.
- (2) "Permanent Employee" means a person employed by the Town of Sexsmith who works based on a permanent schedule which may be five days or less per week and is scheduled to work 40 hours or less per week.
- (3) "Fire Department Member" means a person who is employed or who volunteers with Sexsmith's Fire Department.
- (4) "Resignation" means to cease full-time or part-time employment with the Town of Sexsmith or to cease volunteer service with Sexsmith's Fire Department.

LONG-TERM SERVICE RECOGNITION:

Town Employees

Long-term service employees will be recognized by presentations of a long-term service certificate and presented with a monetary award in accordance with the following schedule. The value of the award is set according to the number of years of service that the employee has provided to the Town.

- a) For five (5) years of continuous service - \$150.00.
- b) For ten (10) years of continuous service - \$300.00.
- c) For fifteen (15) years of continuous service - \$450.00.
- d) For twenty (20) years of continuous service - \$600.00.
- e) For twenty-five (25) years of continuous service - \$750.00.
- f) For thirty (30) years of continuous service - \$1000.00.
- g) For thirty-five (35) years of continuous service - \$1,250.00

Fire Department Members

Long-term fire department volunteers will be recognized by a presentation of a long-term service award certificate and presented with monetary award in accordance with the following schedule. Upon resignation from the department, anyone who has served the Town of Sexsmith's Fire Department will receive one of the following monetary award:

- a) Up to three (3) years of accumulated service - \$100.00.
- b) Between three (3) and six (6) years of accumulated service - \$200.00.
- c) Between six (6) and nine (9) years of accumulated service - \$300.00.
- d) Between nine (9) and twelve (12) years of accumulated service - \$400.00.
- e) Between twelve (12) and fifteen (15) years of accumulated service - \$500.00.

Long-term service recognition for individuals who are no longer with Town of Sexsmith's Fire Department, will receive their recognition within six (6) months of resigning. Only volunteers that leave in good standing will be considered for recognition.

Taxable Benefit

The monetary value of the long-term service awards shall be stated on volunteers' T4 Statement as a taxable benefit.

Post a copy

Administration will post a copy of the Long-Term Service Awards over 5 years of service at the Town of Sexsmith Office.

Timing of Recognition

Annually by October 31, Administration will create a list of employees and volunteers who meet the criteria and make arrangements for the presentation of these awards by Council.

Tender Policy:

Policy Statement

The following outlines the process required for each type of purchase and/or value of purchase along with minimal approvals required for each. All purchases must be included in the current year's budget.

- The Chief Administrator Officer may approve variations to the process when warranted. Variation is also allowed when Purchase by Negotiation applies or for purchases exempted under trade agreements.
- Department Managers may approve up to \$20,000 if included in the budget or approved by council.
- Where practical, the estimated value of the total purchase shall prevail in determining the process.
- If the item is not in the budget, then it needs to be approved by Town Council prior to purchasing.
- Supervisor includes the Administrative Supervisor
- Department Manager includes the Public Works Superintendent and the Fire Department Chief Administrator.

Types of Purchase	Purchase/Contract Value (<u>INCLUDING</u> <u>GST</u>)	Process	MINIMUM Approval Required
Operating Goods & Services	Up to \$500	Non-competitive Process <ul style="list-style-type: none"> • Invoice signed off by Supervisor, Department Manager Chief Administrative Officer or Acting Chief Administrative Officer 	<ul style="list-style-type: none"> • Supervisor • Department Manager • Chief Administrative Office or Acting Chief Administrative Office
Operating Goods & Services	\$501 to \$5,000	Non-competitive Process <ul style="list-style-type: none"> • Direct purchase at discretion of Department Manager • If requesting quotes, simplified, Non-competitive process • Signed purchase order or authorization in writing or by email and attached to the payment of invoice 	<ul style="list-style-type: none"> • Department Manager • Chief Administrative Office or Acting Chief Administrative Office
Types of Purchase	Purchase/Contract Value (<u>INCLUDING</u> <u>GST</u>)	Process	MINIMUM Approval Required
Operating & Capital (<i>excludes</i>)	\$5,001 to \$19,999	Non-competitive Process <ul style="list-style-type: none"> • Minimum two quotes • Signed purchase order or authorization in 	<ul style="list-style-type: none"> • Department Manager • Chief Administrative Office or Acting Chief Administrative¹⁴

<i>construction)</i>		writing or by email and attached to the payment of invoice	Office
Construction Operating & Capital	\$20,000 up to and including \$49,999	Simplified Informal Non-Competitive Process <ul style="list-style-type: none"> • Minimum three quotes • Local advertising, may be required • Signed purchase order or authorization in writing or by email and attached to the payment of invoice 	Chief Administrative Office or Acting Chief Administrative Office
Construction, Operating & Capital	\$50,000 up to and including \$74,999	<ul style="list-style-type: none"> • Informal, Competitive Process • Minimum three quotes • If complex, highly technical or politically sensitive, then Informal Competitive” method and local advertising, Required 	<ul style="list-style-type: none"> • Chief Administrative Office or Acting Chief Administrative Office Town Council (If not included in budget or by resolution of council)
Construction, Operating & Capital	\$75,000 and over	Formal, Competitive Process <ul style="list-style-type: none"> • Formal tender, RFQ or RFP in compliance with trade agreements unless exempt under these agreements 	<ul style="list-style-type: none"> • Town Council

Term/Acronym	Definition
Direct Purchase	Direct Purchase – means purchase directly from a specific place or department and no estimates required.
Non-Competitive	Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide the required good or service. There is no requirement to advertise the purchasing opportunity.
Simplified Informal	Simplified, Non-competitive Process – means the appropriate director, manager or their designate(s) can, at their discretion, contact any supplier directly and ask them to provide a quote for the operating good or service. They can continue doing this until they have received the required number of quotes as outlined in this Schedule.
Informal, Competitive Process	Informal, Competitive Process - means the appropriate director, manager or their designate(s) must follow one of the competitive processes There is a requirement to advertise locally. There is no requirement to advertise at the provincial or national level.
Formal, Competitive Process	Formal, Competitive Process – means the appropriate director, manager or their designate(s) must follow one of the competitive processes. In accordance with the Agreement on Internal Trade and the New West Partnership Trade Agreement they must also advertise using the appropriate national online bid solicitation posting mechanism
RFP	This is used for complex requirements, involving both a mandatory and point rated technical evaluation as well as evaluation on price, for goods, services or both (including construction and software). Multiple methods of selecting a successful Bidder for a Contract are available.
RFQ	used for straightforward requirements, involving evaluation only on price, and allows only for supporting or substantiating documentation along with the pricing information. Used for goods or services. The successful Bidder for award of a Contract is chosen by lowest price

PECUNIARY INTEREST

- No employee of the Town or partnership of which an employee is a member may submit a tender for the supply of goods, services or construction works to the Town.
- Any corporation (other than those whose shares are publicly traded) submitting a tender must disclose the names and number of shares held by any shareholder who is also an employee of the Town
- No employee of any department will make any recommendations about the awarding of any tender or quotation when the employee is a member of the immediate family of any individual who is: submitting the tender; a shareholder or employee of a company submitting the tender; or a member or employee of any partnership submitting the tender.

Social Media Policy

Intent

The Town of Sexsmith strives to maintain a positive image in the community, and has adopted this policy to ensure that Town Personnel are aware of their responsibility to maintain a positive image as a representative of our organization. Town personnel includes: Town of Sexsmith staff members, members of Town departments, Committee members, Contract workers & Council members. Town Personnel that maintain Town of Sexsmith & Town of Sexsmith Departments & personal social media pages (e.g. Face Book, LinkedIn, Blogs, Twitter, Four-Square, etc.) are expected to comply with the guidelines set out within this policy.

We would like to take this time to remind our staff that they continue to act as representatives of this organization outside of regular business hours, and should conduct themselves in a manner that is appropriate.

Policy

Expectations

Town of Sexsmith staff members that maintain personal social media pages or accounts are required to comply with the following guidelines as they relate to their association with Town of Sexsmith.

All Town of Sexsmith social media sites shall be (1) approved by the CAO and; (2) administered by those approved as designees by the CAO; (3) all articles and comments on Town of Sexsmith social media sites shall be reviewed and approved by CAO or designate, unless they are to promote Town sanctioned events and local events or to answer standard Town related questions that would normally be dealt with at the front counter or by a telephone call. Any articles and comments that do not easily fit into this description shall be reviewed and approved by the CAO or designate.

All administration on the Town facebook page and other social media pages shall be completed during regular business hours; except in the case of an item of urgent or time sensitive nature and at this time only under the direction or permission of the CAO or designate.

All Town of Sexsmith social media sites shall comply with privacy legislation including but not limited to FOIP – Freedom of Information and Protection of Privacy. Protect your privacy, the privacy of Citizens and information the Town holds.

Social Media Policy (Continued)

Do not cite vendors, suppliers, clients, citizens, co-workers or any other stakeholders without their approval. Do not post third party information without permission or license

Where the third party has provided permission, check the permission is broad enough to cover posting to social media. Do not post information online that is unsubstantiated relating to a business or individual. Avoid re-tweeting or commenting on posts and tweets which may be a rumor or confidential relating to a business or individual.

If you identify yourself as a Town employee, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, citizens and other stakeholders.

Frame any comments or opposing views in a positive manner on Town of Sexsmith social media sites and on any personal sites if you identify yourself as a Town employee.

Add value to the Town of Sexsmith through your interaction. Provide worthwhile information and perspective.

The Town of Sexsmith reserves the right to restrict or remove any content on its social media sites that is deemed in violation of this policy or any applicable law.

Once posted, the Town of Sexsmith **reserves the right to delete submissions** that contain:

1. Vulgar language
2. Personal attacks of any kind
3. Comments or content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, genetics, status with regard to public assistance, national origin, physical or intellectual disability or sexual orientation
4. Spam or links to other sites
5. An item clearly off topic
6. An item that advocate illegal activity
7. An item that promotes particular services, products, or political organizations
8. An item that infringes on copyrights or trademarks
9. Personally identifiable medical information systems or any criminal or civil investigations.

Social Media Policy (Continued)

10. Information that may compromise the safety, security or proceedings of public where a staff member uses social media during regular working hours, this use shall not have a negative impact on user productivity or efficiency. Please be advised that excessive use of social media for personal reasons is a misappropriation of municipal tax dollars, and may be subject to disciplinary action.

Use of personal social media may not conflict with any of Town of Sexsmith's existing policies whatsoever. This includes, but is not limited to the Code of Conducts Policy.

All Town of Sexsmith authors and public commentators shall be clearly identified, Anonymous posting shall not be allowed.

Employees that use these sites are prohibited from disseminating any private organizational information therein, or any negative comments regarding the organization.

Posts involving the following will not be tolerated and will subject the individual to discipline:

- Proprietary and confidential information in the possession of the Town;
- Discriminatory statements or sexual innuendos regarding co-workers, Council, or members of the public; and
- Defamatory statements regarding the Town, its employees, Council, or members of the public.

Where an employee mentions the Town on a personal site, they will be required to include a disclaimer stating that any opinions expressed are the employee's own and do not represent the Town of Sexsmiths' positions, strategies, or opinions.

Employees are expected to comport themselves professionally both on and off duty. Where a staff member publicly associates him/herself with the Town, all materials associated with his/her page may reflect on the Town. Please be advised that inappropriate comments, photographs, links, etc. should be avoided.

Social Media Policy (Continued)

Town policies governing the use of corporate logos and other branding and identity apply to electronic communications, and only individuals officially designated may “speak” (whether orally or in writing) on the Town’s behalf.

The Town’s systems may not be used for any illegal activity including downloading or distributing pirated software or data.

The Town reserves the right to take disciplinary action against an employee if the employee’s electronic communications violate Town policy.

This policy is not intended to interfere with the private lives of our staff members, or impinge their right to freedom of speech. This policy is designed to ensure that Town of Sexsmith’s image and branding are maintained and remain impugned.

Posting of Minutes and Council Highlights Policy

Intent

To provide residents and media with highlights of Council meetings as soon as possible after the Council meeting and prior to the minutes being approved at the next regular Council meeting.

Policy

Council meeting highlights will be prepared by the Administrative Assistant to the CAO or designate and posted to the website and Facebook no later than Friday at 4:30 p.m. the week of a Council meeting. The CAO or designate will have reviewed the Council highlights by Friday at noon prior to posting. Approved Council highlights will be submitted to the media no later than Friday at 4:30 p.m. the week of a Council meeting.

Council minutes will be posted to the website after they have been approved at a Council meeting.

Policy Statement

Public Participation Policy

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*.

The Town of Sexsmith values public participation and recognize that public participation can improve municipal decision-making that contributes to policies, programs, services and projects. In order to gather public input, the Town of Sexsmith is committed to:

- Providing fair and equitable opportunities for positive contributions from community members and stakeholders;
- Reporting public engagement results and Town of Sexsmith decisions to community members and stakeholders.
- Working together with the public to continuously improve its public participation processes.

Purpose:

The Purpose of this policy is to establish the foundation for the Town of Sexsmith's reasons, guidelines and procedures for conducting public engagement. This policy will apply to both staff and external consultants. There are many reasons why public engagement may be undertaken, but they should all ultimately support a decision-making process for the purpose of:

- Ensuring a well-informed community.
- Creating an environment that encourages community participation.
- Forging a bond of trust and accountability between the Town and the Sexsmith Community.
- Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 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.

DEFINITIONS

“CAO” means the chief administrative officer of the Municipality or their delegate.

“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.

“Municipality” means the Town of Sexsmith

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

“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.

Policy Responsibilities

Council Responsibilities

Council shall:

- a) review and approve Public Participation Plans developed by the CAO or Designate in accordance with this Policy or as directed by Council;
- b) consider input obtained through Public Participation; and
- c) review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
- d) ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- e) promote and support Public Participation;
- f) request and review information from the CAO or Designate on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

Administration Responsibilities

CAO or Designate shall:

- a) in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;

- b) implement approved Public Participation Plans; and
- c) report the findings of the Public Participation to Council;
- d) consider timing, resources and engagement when developing and modifying Public Participation Plans;
- e) evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- f) communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- g) develop the necessary procedures to implement this Policy;
- h) assess this Policy and make recommendations to Council about the Public Participation and resourcing;

Public Participation Opportunities

CAO or Designate shall develop and implement a Public Participation Plan in the following circumstances:

- a) when new programs or services are being established;
- b) when existing programs and services are being reviewed;
- c) when gathering input or formulating recommendations with respect to budget;
- d) when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
- e) as otherwise directed by Council.

Policy Expectations

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.

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.

Public Participation Plans

When so directed by this Policy or Council, the CAO or Designate shall develop a Public Participation Plan for approval by Council which shall consider the following:

- a) the nature of the matter for which Public Participation is being sought;
- b) the impact of the matter on Municipal Stakeholders;
- c) the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
- d) the timing of the decision and time required to gather input;
- e) what information is required, if any, to participate; and
- f) available resources and reasonable costs.

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;

- a) identification of which Public Participation Tools will be utilized;
- b) timelines for participation;
- c) information about how input will be used;
- d) the location of information required, if any, to inform the specific Public Participation.

Reporting and Evaluation

Information obtained in Public Participation will be reviewed by CAO or Designate and a report shall be provided to Council.

The report shall include, at minimum, the following:

- a) an overview of the Public Participation Plan and how it was developed;
- b) an assessment of the effectiveness of the plan based on the level of engagement and the quality of input;
- c) a summary of the input obtained; and
- d) may include recommendations for future Public Participation Plans.

Reports shall be provided to Council for review.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

TERMS OF REFERENCE

PURPOSE OF COMMITTEE

One of the committee's key roles and responsibilities is to recommend an annual Economic Development Plan to Sexsmith Town Council and, upon approval, to monitor and assist in the implementation and execution of that plan. The Economic Development Plan to be recommended for Council approval should include, but not be limited to:

1. A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic development goals and objectives?
2. An assessment of the municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor municipalities?
3. Recommended actions to ensure the municipality is proactive in responding to emerging economic challenges.
4. Recommended actions that ensure the municipality is well-positioned to take full advantage of new and emerging business development opportunities.
5. Specific action items which further promote and enhance business retention, growth and new business attraction.
6. An outline of the updated plan's specific goals/objectives and related performance measures and targets (must include tangible and measurable goals).
7. A proposed action plan responding to specific issues the Council has asked be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.

FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

- Is an advisory body to Council only, not a decision making body, and reports annually directly to Council.
- Provides broad based community leadership, experience and expertise in helping build and effectively implement the municipalities' Economic and Development Plan.
- The Committee is intended to reflect the diversity of interests and wide range of business, community and expertise available within the region.
- Facilitates an informed discussion of the municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic development.
- Oversees and is responsible (accountable) for recommending an Economic and Development Plan, or an annual update to the plan, to Council.
- Monitors, assists and helps guide in the implementation and execution of the plan.
- Identifies specific goals/objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic Development Plan as required.
- Responds to specific requests by the Council to review, further consider, advise and/or

undertake consultations around a particular economic development issue.

- Promotes and advances sustainable economic development.
- Visibly conveys the ongoing importance of partnerships and alliances in achieving the municipalities' key economic development goals and objectives.

Role of Municipal Administration

- The Chief Administrative Officer, Consultant and/or EDO are deemed to be ex-officio and non-voting participants in Committee meetings.
- If the Committee determines that it wishes to pursue a closed session discussion, it may request that all municipal administration (ex-officio and non-voting) participants be excused from the discussion.
- More specifically, the CAO, Consultant and/or EDO shall:
 - a) Assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the Town;
 - b) Refer relevant economic development matters to the Committee for its information, review, consideration and/or recommendations;
 - c) Assist the Committee in responding to specific issues that Town Council has requested be reviewed or considered in more detail;
 - d) Prepare agendas, maintain minutes and records, as well as correspondence related to the Committee's ongoing activities;
 - e) Prepare, oversee and advise the Committee on its operating budget – which must also be approved by Council;
 - f) Present interim budgetary updates as requested, or required, by the Committee;
 - g) Assist the Committee in preparing an annual year-end report to Council on the various initiatives and activities it has undertaken;
 - h) Administration of the roles, duties and obligations listed in a) to g) above shall be determined in consultation with the Committee and the work shall be delegated at the full discretion of the CAO or designate.

MEMBERSHIP

The Community Based Economic Development Advisory Committee shall be comprised of a minimum of 4 and up to 7 members, appointed by a resolution of the Sexsmith Town Council. The membership may include:

Voting members:

- 2 Council members, plus one alternate appointed at the annual organizational meeting
- 1 (large) local business member, (2-year term) appointed in odd year
- 1 (small) local business member, (2-year term) appointed in even year
- 1 (home based) local business member, (2-year term) appointed in odd year
- 1 to 2 public at large members, with broad experience in the business community, volunteerism and/or related experience and expertise, (2-year term) appointed in even year

Non Voting members:

- CAO, Consultant, Economic Development Officer

Terms and Conditions

- Every 2 years committee positions will be advertised for new appointments. Current members will need to re-apply.
- Where a vacancy occurs, other than through the expiration of a term for which the member was appointed, the Council may appoint a successor to fill the vacancy for the remainder of the term.
- If any member is absent from three (3) consecutive meetings, Council may, upon recommendation of the Committee declare the position vacant and appoint a successor to fill the vacancy for the remainder of the term.
- Council may terminate the appointment of any member at any time, primarily upon the recommendation of the Committee and where reasonable cause is demonstrated.
- Committee meeting honorariums of \$75 per meeting are to be paid to members for attending regular and any special meetings of the Committee.
- Any additional expenditures must be approved by Council.
- The recommendation is for the Committee to meet monthly or a minimum of 8 times per year. Additional meetings can be called in consultation with the CAO.
- Meeting dates must be provided to the CAO in September annually for inclusion in committee calendar.
- Meeting cancellations must be received by the CAO 2 weeks prior to a scheduled meeting.
- Meeting cancellations must be made by resolution of Council and advertised to the public.

Governance and Procedures

- Annually, the Committee shall hold a meeting at which time a Chair and Vice Chair shall be elected from its membership for the ensuing year.
- The Chair and Vice Chair, with approval of the Committee, shall establish (or re-confirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- Special meetings of the Committee may be called by the Chair or Vice-Chair in collaboration with the CAO provided that not less than two (2) full business days and notice is given in writing to each member of the Committee, approved by the majority of Council and the meeting is advertised to the public.
- No regular or special meetings of the Committee shall be convened unless the chair or Vice -Chair is present.
- A quorum for regular and special meetings of the Committee shall not be less than the majority of members (4 member committee is 3 members, 5 member committee is 3 members, 6 member committee is 4 members, 7 member committee is 4 members).

- All voting members shall have equal voting privileges on issues/items where a vote is called, with a simple majority (with quorum) deciding any vote.

Mandate Letter

- At its discretion, the Town Council may choose to provide the Committee with an annual mandate letter outlining any specific or additional tasks or work it would like the Committee to undertake.
- The mandate letter would be developed in consultation with the Committee. It would acknowledge the resources available to and within the Committee.
- The presence of a mandate letter would not preclude the Town Council from making additional requests of the Committee at any time during the year. However, an in-year request would also have to acknowledge the capacity of the Committee to undertake or oversee this additional work.

Policy Statement

Staff and Council Apparel Budget

Purpose:

To establish guidelines for Town of Sexsmith Staff and Council to provide an apparel budget to obtain clothing and merchandise with the Town of Sexsmith logo.

Guidelines for Town Staff:

Resolution No. 482-09-19 states that all Town employees, beginning in 2020, will be provided with a \$250.00 apparel budget every four years to purchase clothing with the Town of Sexsmith logo.

1. Must be employed with the Town for at least one year.
2. Must be a permanent employee of the Town of Sexsmith at the Administration Building, Public Works, FCSS, Wellness, or Library.
3. Must use the official Town logo on file with a local supplier.
4. If the supplier allows for it, Town Staff may bring in their own apparel to have the logo added to it.
5. Once the item is purchased and received by the employee, the receipt can be submitted to the Accounting Technician for a refund.
6. Alternatively, apparel may be ordered and purchased in bulk by the Town.

Guidelines for Town Council:

Resolution No. 484-09-19 states that all Town Council, beginning in 2020, will be provided with a \$250.00 apparel budget within their term to purchase clothing with the Town of Sexsmith logo.

1. Must use the official Town logo on file with a local supplier.
2. If the supplier allows for it, council members may bring in their own apparel to have the logo added to it.
3. Once the item is purchased and received by the Council member, the receipt can be submitted to the Accounting Technician for a refund.
4. Alternatively, apparel may be ordered and purchased in bulk by the Town.

Staff and Council are encouraged to wear clothing bearing the Town of Sexsmith logo to represent the Town at events related to municipal work.

Policy Statement

Nuisance & Unsightly Premises

In accordance with the Municipal Government Act, Sections 3(c), 7(c) and (i) and Part 13, Division 4 (Enforcement of Municipal Law).

Purpose:

To establish procedures and provide guidelines for the application and enforcement of the Town's Nuisance & Unsightly Premises Bylaw No. 998.

Guidelines:

- In order to provide good government and develop and maintain safe and viable communities, Council has enacted the Nuisance and Unsightly Premises Bylaw (the "Bylaw").
- The Bylaw shall be applied and enforced in accordance with this Policy, provided however that Council or the CAO or his/her designate may at any time authorize a course of action which does not comply with the requirements of this Policy if, in the opinion of Council or the CAO or his/her designate, it is in the public interest and consistent with the Bylaw and *Municipal Government Act* to do so.

Procedures:

- (1) The Town shall investigate written complaints received from the public with respect to alleged contraventions of the Bylaw or dangerous or unsightly properties by inspecting the subject property. Inspections shall be conducted by a Designated Officer of the Town.
- (2) The Designated Officer shall, at the time of an inspection of a property in accordance with this Policy, take photographs of the subject property including photographs of any areas of the property which contravene the Bylaw or *Municipal Government Act* (the "Applicable Requirements").
- (3) All inspections undertaken pursuant to this Bylaw and the Policy shall be conducted in accordance with s. 542 of the *Municipal Government Act*.
- (4) If the Designated Officer determines that a complaint is valid, and there is a breach of the Applicable Requirements:
 - (a) the Designated Officer will issue a verbal warning to the owner and/or occupant of the property requiring that the property be brought into compliance with the Applicable Requirements, and shall identify a date by which compliance is required and that a follow-up inspection will occur after that date; and;

- (b) the Designated Officer may, in addition to the verbal warning referred to herein, provide a written document to the owner and/or occupant identifying the contraventions of the Applicable Requirements, the steps required to bring the property into compliance with the Applicable Requirements, and the date by which compliance is required and that a follow-up inspection will occur after that date.
- (5) Upon expiry of the time for compliance specified in a Warning, the Designated Officer shall conduct a follow-up inspection of the subject property. If the property has not been brought into compliance with the Applicable Requirements the Designated Officer shall send a demand letter in Form "A" attached to the Policy to the owner and/or occupant of the property (a "Demand Letter").
 - (6) If a contravention of the Applicable Requirements is not remedied within the time set out in a Demand Letter, the Designated Officer shall issue and deliver:
 - (a) an Order to Remedy to the owner and/or occupant of the subject property in accordance with s. 545 of the *Municipal Government Act* in Form "B" attached to this Policy, and/or;
 - (b) an Order to Remedy to the owner of the subject property in accordance with s. 546 of the *Municipal Government Act* in Form "C" attached to this Policy.
 - (7) If the requirements of an Order to Remedy are not complied with within the time specified in the Order, and the appeal period respecting the Order has passed (or, if an appeal has been made, the appeal has been decided and the decision allows the Town to take the action or measures), the Town may enter on to the subject property and take whatever action or measures necessary to bring the property into compliance with the Applicable Requirements in accordance with ss. 549 and/or 550 of the *Municipal Government Act*.
 - (8) Notwithstanding Section 7 herein, the Town may apply to the Court of Queen's Bench for an Order pursuant to s. 554 of the *Municipal Government Act* (a "Court Order") with respect to the enforcement of the Order to Remedy if:
 - (a) the costs and expenses of the actions or measures required to bring the subject property into compliance with the Applicable Requirements are anticipated to exceed \$2,500.00 or;
 - (b) in the opinion of the CAO or his/her designate there are circumstances which warrant applying for a Court Order.
 - (9) The Town may add the expenses and costs incurred by the Town in accordance with Section 7 herein, or pursuant to a Court Order, to:
 - (a) in the case of an Order to Remedy issued pursuant to s. 545 of the *Municipal Government Act*, the tax roll of the subject property in accordance with s. 553(1)(c) of the *Municipal Government Act*, and;
 - (b) in the case of an Order to Remedy issued pursuant to s. 546 of the *Municipal Government Act*, the tax roll of any property for which the owner of the property is the assessed person, in accordance with s. 553.1(c) of the *Municipal Government Act*.

- (10) Notwithstanding any other provision of this Policy, the CAO or his/her designate may:
- (a) grant or agree to an extension of time for compliance with the requirements of a Warning, Demand Letter, or Order to Remedy issued pursuant to this Policy;
 - (b) authorize a Designated Officer to proceed directly and immediately to the issuance of a Demand Letter or Order to Remedy, or proceed immediately to an application for a Court Order if, in the opinion of the CAO or his/her designate, such course of action is warranted.
- (11) Nothing in this Policy shall be interpreted from derogating from the Town emergency powers pursuant to s. 551 and 553.1(1)(c) of the *Municipal Government Act*.
- (12) In addition to any other process or remedy provided for in this Policy, a Designated Officer may at any time:
- (a) issue a notice of violation under s. 7(i)(vi) of the *Municipal Government Act* allowing payment in the amount specified in the Bylaw in lieu of prosecution for the contravention, and/or;
 - (b) issue a violation ticket under the *Provincial Offences Procedures Act*, in which case the specified penalty, if any, shall be the amount specified in the Bylaw.
- (13) In addition to written complaints from the public in accordance with Section 1 of this Policy, the Town may investigate alleged contraventions of the Bylaw or dangerous or unsightly properties based on information brought to the attention to the CAO or his/her designate by members of Town Council or administration.

FORM "A"

LETTER

Date

To: Homeowner Name & Address

Re: **Nuisance or Unsightly Premises, Bylaw No. 998**
Roll #
Property Address, Town of Sexsmith

WHEREAS Section 3.1 of Bylaw No. 998, Nuisance & Unsightly Premises Bylaw of the Town of Sexsmith provides:

3.1 The Owner of a Premises shall not cause or permit a Nuisance on the premises;

AND WHEREAS Section 2 of this bylaw defines:

- i) **"Nuisance"** means any condition or use of Property which, in the opinion of a Designated Officer, constitutes an unreasonable interference with the use and enjoyment of other Property and may include the physical condition of, a use of, or an emission from, Property or a structure which constitutes an unreasonable interference with the use and enjoyment of other private or public Property, and includes, without limiting the foregoing, an Unsightly Premises;

AND

- s) **"Unsightly"** means any Property, whether land, buildings, improvements to lands and buildings, or any other combination of the above which detrimentally affects the proposed amenities, use, value or enjoyment of the surrounding Properties in reasonable proximity to the unsightly Premises, or is otherwise detrimental to the surrounding area or in an unsightly condition as defined in the Municipal Government Act (Alberta)

AND WHEREAS it has been found that there is a contravention of the Bylaw on Property owned or occupied by you.

NOW THEREFORE pursuant to Bylaw No. 998, TAKE NOTICE that the premises as noted above has been found to be a Nuisance or Unsightly property in that there is **ISSUE IDENTIFIED**.

AND FURTHER TAKE NOTICE THAT if the said Nuisance or Unsightly condition is not remedied on or before **DATE**, that the Town of Sexsmith WILL pursue enforcement of Bylaw No. 998 pursuant to the provisions of the **Municipal Government Act**.

Thank you for taking steps to resolve this matter within the specified timeline. Please contact me at the Town of Sexsmith Administration office at 780-568-3681 during regular office hour if you wish to review this matter.

Rachel Wueschner, Chief Administrative Officer

FORM "B"

ORDER – SECTION 545, *Municipal Government Act*

(Insert date notice delivered)

- ☐ Hand Delivered
☐ Registered Mail

(Owner/Occupant/Person Responsible)
(Address)

Dear _____:

Re: Legal Description of Property

In my capacity as a Designated Officer for the Town of Sexsmith, I am hereby issuing an Order pursuant to Section 545 of the *Municipal Government Act*, RSA 2000, c. M-26 as amended and the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 with respect to the following lands:

(Lot, Block, Plan)

Hereinafter referred to as the "Lands")

Section 545 of the *Municipal Government Act* states that:

545(1) If a designated officer finds that a person is contravening this or any other enactment that the municipality is authorized to enforce or a bylaw, the designated officer may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require.

(2) The order may

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the enactment or bylaw, including the removal or demolition of a structure that has been erected or placed in contravention of a bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Sexsmith, I find that the Lands are in contravention of the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 as a result of:

(Describe specific conditions, items, etc. that have led to the conclusion that the lands are in contravention)

You are here ordered to remedy the contravention of the Nuisance & Unsightly Premises Bylaw by:

(Insert requirements with as much detail as possible, finishing with a general requirement such as "and all other debris, junk, garbage or other abandoned or discarded material present on the Lands)

(When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site – **if applicable**)

The above work must be completed on or before _____.

Pursuant to Section 549(1) of the *Municipal Government Act*, you are hereby advised that the Town of Sexsmith may take whatever actions or measures are necessary to remedy the contravention of the Nuisance & Unsightly Premises bylaw. If you do not comply with this Order within the specified time, the Town of Sexsmith may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of the Order. Please be advised that the expenses and costs of actions or measures taken by the Town of Sexsmith under this section are an amount owing to the Town of Sexsmith by you.

Pursuant to Section 553 of the *Municipal Government Act*, the said money owing to the Town may be added to the tax roll of the property on which the contravention occurred.

An owner or occupier or other person to whom this Order is directed and who considers themselves aggrieved by the Order, may be written notice request that the Municipal Council review the Order within seven (7) days of the date the Order is received. This appeal may be sent to the Town of Sexsmith at:

Box 420
Sexsmith, Alberta
T0H 3C0

Sincerely,

Rachel Wueschner, CLGM
Chief Administrative Officer

RW/be

October 25, 2021

FORM "C"

ORDER – SECTION 546, *Municipal Government Act*

(Insert date notice delivered)

- ☐ Hand Delivered
☐ Registered Mail

**(Owner/Occupant/Person Responsible)
(Address)**

Dear _____:

Re: Legal Description of Property

In my capacity as a Designated Officer for the Town of Sexsmith, I am hereby issuing an Order pursuant to Section 546 of the *Municipal Government Act*, RSA 2000, c. M-26 as amended and the Town of Sexsmith Nuisance & Unsightly Premises Bylaw No. 998 with respect to the following lands:

(Lot, Block, Plan)

Hereinafter referred to as the "Lands")

Section 546 of the *Municipal Government Act* states that:

(1) If, in the opinion of a designated officer, a structure, excavation or hole is dangerous to public safety or property, because of its unsightly condition, is detrimental to the surrounding area, the designated officer may by written order:

- (a) require the owner of the structure to:
 - (i) eliminate the danger to public safety in the manner specified; or
 - (ii) remove or demolish the structure and level the site;
- (b) require the owner of the land that contains the excavation or hole to:
 - (i) eliminate the danger to public safety in the manner specified; or
- (c) require the owner of the property that is in an unsightly condition to:
 - (i) improve the appearance of the property in the manner specified; or
 - (ii) if the property is a structure, remove or demolish the structure and level the site.

(2) The order may

- (a) state a time within which the person must comply with the order;
- (b) state that if the person does not comply with the order within a specified time, the municipality will take the action or measure at the expense of the person.

In my opinion, as a Designated Officer of the Town of Sexsmith, I find that the Lands are (example: are in an unsightly condition, and/or are dangerous) as a result of:

(Describe specific conditions, items, etc. that have led to the conclusion that the lands are in unsightly or are dangerous)

You are here ordered to remedy the (dangerous/unsightly condition) by:

(Insert requirements with as much detail as possible, finishing with a general requirement such as “and all other debris, junk, garbage or other abandoned or discarded material present on the Lands)

(When that has been completed, you are hereby ordered to fill in any holes and level the site. Refuse and debris cannot be buried on the site – **if applicable**)

The above work must be completed on or before _____.

Pursuant to Section 550(1) of the *Municipal Government Act*, you are hereby advised that the Town of Sexsmith may take whatever actions or measures are necessary to eliminate the danger to public safety caused by a structure, excavation or hole or to deal with the unsightly condition of the property. If you do not comply with this Order within the specified time, the Town of Sexsmith may take the action necessary to clean up the Lands at your expense, including proceeding before the Court for a Court Order in support of the enforcement of the Order. Please be advised that the expenses and costs of actions or measures taken by the Town of Sexsmith under this section are an amount owing to the Town of Sexsmith by you.

Pursuant to Section 553.1(1)(c) of the *Municipal Government Act*, the said money owing to the Town may be added to the tax roll of the property on which the contravention occurred.

An owner or occupier or other person to whom this Order is directed and who considers themselves aggrieved by the Order, may be written notice request that the Municipal Council review the Order within seven (7) days of the date the Order is received. This appeal may be sent to the Town of Sexsmith at:

Box 420
Sexsmith, Alberta
T0H 3C0

Sincerely,

Rachel Wueschner, CLGM
Chief Administrative Officer

RW/be

October 25, 2021

FORM "D"

INJUNCTION CHECKLIST

Enforcement Section 545/546, Municipal Government Act

Gather all documentation relevant to this matter, specifically, the following (to the extent that this documentation exists):

1. Complete copy of the Municipality's Bylaw and any other bylaws that may be related to this matter.
2. Documents relating to any complaints from the public received regarding this matter (ex. Complaints respecting odors, noise, nuisances, unsightly conditions, etc.)
3. All correspondence to and from the registered owners and the occupants of the Lands or structure, or person(s) responsible for the contravention.
4. If any correspondence or orders have been sent by registered mail to the registered owners or the occupants of the Lands or structure, or person(s) responsible for the contravention, please provide copies of the registered mail receipts or Canada Post tracking website (this can include the summary of service attempts and the scanned signature of recipient. For more information, see <https://www.canadapost.ca/cpc/en/home.page>)
5. A copy of any written or typewritten notes in the possession of anyone within the Municipality (including contractors) relating to meetings or contact with the registered owners or occupants of the Lands or structure, or person(s) responsible for the contravention.
6. A copy of any telephone messages or notes of any telephone calls with the registered owners or occupants of the Lands or structure, or person(s) responsible for the contravention.
7. A copy of any Minutes or Resolutions of Council which may reflect discussions about or dealings with this matter.
8. All licenses or permits issued that may be related to the activity (ex. Animal license, business license, permit to use public place, etc.).
9. All letters from the Respondent appealing any decisions (including requests for review by municipal council) of the designated officer issuing the order.
10. Complete copy of all appeal (including reviews by municipal council) meeting minutes regarding this matter and the decision issued.
11. Copies of all Orders.
12. All documentation or reports regarding any site inspections performed on the lands or structure, to include the date of the inspection and the name of the person who performed the inspection. Items should be specified in detail. If vehicles are involved, include make, model, colour and year and also the serial number.
13. All original photographs of each site inspection, preferably in electronic format. Be sure to indicate as to the individual who took the photographs, and the date of the photographs. Video or digital video can also be beneficial, although photographs are preferable.
14. Any additional documentation which is in the possession of the Municipality, and which in your opinion may be relevant to this matter.

Policy Statement

Flood Mitigation

Purpose:

To establish guidelines to define a process for Flood Mitigation

Policy:

In the event of flood or potential flooding conditions the Town of Sexsmith policy will be to assess the situation and take such measures as are considered most likely to minimize damage to properties in the Town of Sexsmith.

September 8, 2020

Policy Statement

Aquatera Discretionary & Mandatory Dividend Policy

Aquatera Mandatory Dividends will be used on an annual basis to service debt for water and sanitary upgrades. Any dividend or franchise fee funds in excess of the debt servicing payments will be used to fund any annual operational costs for water, sanitary, landfill and recycling. Any funds remaining after operational costs are provided for will be added to the Water and Sanitary Capital Projects Reserve. The purpose of this reserve will be to fund water and sanitary infrastructure upgrades that will earn interest income as an investment in Aquatera Utilities and may also be used for other operational and capital needs as approved by Council from time to time.

Aquatera Discretionary Dividends will be added to the General Capital Projects Reserve. Council will determine on an annual basis whether to distribute these funds to specific restricted reserves, to leave the funds in general reserves or to use the funds for any other specific purposes determined by Council.

This policy will be reviewed every four years by Council within the 1st year following the regularly scheduled Municipal Election.

October 13, 2020

Policy Statement

Budget Process Policy

This policy will identify the roles of council and administration in the budget process, timing of planning/budget development/approval and the required links of the budget to other management tools or processes of the organization.

This policy will be reviewed every four years by Council within the 1st year following the regularly scheduled Municipal election.

Timing of Budget Development

Budget development typically occurs after strategic and operational or business planning is completed. The exact timing of the budget development varies depending upon the completion of the planning steps as well as the fact finding, detailed analysis required within each department to prepare their budget estimates.

Timing of Budget Approvals

The annual interim budget is approved by council prior to the start of the fiscal year of the municipality. The MGA (section 242(2)) provides for approval of an interim operating budget for part of a calendar year with approval of the final budget at a later date in the fiscal year.

Interim budgets are common because municipal budgeting is influenced by provincial fiscal information which is often not available or finalized during the initial budgeting process. As such, municipalities often defer the final budget approval until assessment data, education fund requirements, and provincial funding allocations have a higher degree of certainty, which is normally after March 31. This often results in a municipality's property tax bylaw not being passed until April 1 or later, as it requires the approval of the annual budget and is also influenced by the same provincial fiscal information.

In addition, in the Town of Sexsmith annexed residential lands must be taxed at the County of Grande Prairie Tax Rate and so final tax rate must be set by the County before Sexsmith can set their final tax rates.

The annual process will be to:

- Approve the interim budget prior to January 1st and amend the budget before passing the tax rate bylaw when additional information has been received. The budget amendments usually relate to tax and grant revenues as well as program expenditures.

September - October:

Administration reviewing budgets for presentation to Council

November - December:

Interim Budget approved by council

January - March:

Assessment data finalized

Education and other fund requisitions

April - June:

Amend approved interim budget if necessary

Council approves budget if amended or budget replacing "interim" is approved

Council approves tax rate bylaw which sets property tax rates to ensure a balanced budget

October 13, 2020

Policy Statement

Franchise Fee Policy

The rate for franchise fees collected from various utilities will remain the same from year to year unless Council specifically requests these be reviewed. If a review is requested Administration will bring this discussion to a formal meeting of Council for consideration.

Franchise fees will be reviewed every four years by Council within the 1st year following the regularly scheduled Municipal Election.

The Town receives franchise fee revenue from:

ATCO Gas and Pipelines – 25%, some municipalities are up to 35%

ATCO Electric – current 5.5% cap is 20%

Aquatera Utilities – 10% per franchise agreement. All shareholders currently collect 10%. The Town has the option to review and set a new fee in consultation with the utility.

October 13, 2020

Policy Statement

Tax Policy

Rate of inflation – Council will consider the rate of inflation when developing the mill rate.

Service level increases – Council will consider service level increases when developing the tax rate in instances where a new service is added, where an existing service is enhanced, where new or enhanced infrastructure will add to annual budgets into the future on a case by case basis.

Changes in assessments – Council will take into consideration the changes in the annual assessments from one year to another when setting the mill rate.

This policy will be reviewed every four years by Council within the 1st year following the regularly scheduled Municipal Election.

Policy Statement

Debt Management Policy

1. POLICY STATEMENT

- 1.1 Sexsmith is sustainable only if both its capital infrastructure assets and its financial assets can be maintained over the long term. It is the policy of the Town of Sexsmith to manage debt and use and administer capital financing in a manner that is affordable, sustainable, and in compliance with local, provincial, and federal legislation and ACFA guidelines.

2. PURPOSE

- 2.1 The purpose of this policy is to establish objectives, principles, and parameters to guide the debt management practices of the Town of Sexsmith. The debt management practices will ensure a favourable and sustainable financial position while supporting the ability to meet current and future infrastructure requirements.

3. DEFINITIONS

- 3.1 “ACFA” means the Alberta Capital Finance Authority, a provincial authority that provides local entities with financing for capital projects.
- 3.2 “Affordable” means the ability to pay for debt servicing costs and life cycle expenditures for the underlying asset. The overall measure of affordable debt is the proportion of debt servicing costs and life cycle expenditures to supporting revenues.
- 3.3 “Debt” includes:
- a) debentures acquired through the ACFA, which is the preferred mode of borrowing;
 - b) debt acquired through a bank via a line of credit, an operating loan, or credit cards;
 - c) debt acquired in the form of a lease of capital property, as set out in Section 241 of Alberta’s *Municipal Government Act (MGA)*, and
 - d) loan guarantees taken under *MGA* Section 264;

For greater certainty, “debt” does not include loans made by the Town to other entities, organizations, or individuals.

- 3.4 “Debt limit” refers to the Town’s debt limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- 3.5 “Debt servicing” means the annual required debt repayments including interest and principal.
- 3.6 “Debt servicing limit” refers to the Town’s debt service limit as calculated from time to time in accordance with Alberta’s Debt Limit Regulation A.R. 255/2000, as amended.
- 3.7 “Debt term” means the period of time during which debt repayments are made. At the end of the debt term, the debt is repaid in full.

- 3.8 “Flexibility” means the Town’s ability to take new debt in response to emerging financial needs.
- 3.9 “Internal financing” means from current year tax revenue or from draws from reserves.
- 3.10 “Long-term debt” means debt with terms greater than five years as defined under *MGA* Section 258.
- 3.11 “Self-supporting debt” means debt taken to fund capital expenditures, the repayment of which is wholly funded by non-tax levy sources, including, but not limited to, utility charges and levies, user fees, rental revenue local improvement levies, and grants. The fact that financing conditions may require any debt servicing shortfalls be funded through general municipal tax levies does not preclude the debt from being self-supported, as long as the probability of requiring tax support is remote.
- 3.12 “Short-term debt” means debt with terms of five years or less as defined under *MGA* section 257. For greater certainty it does not include a line of credit, operating loan, or credit cards.
- 3.13 “Sustainable” means meeting present needs without compromising the ability to meet future needs.
- 3.14 “Tax supported debt” means debt that has been taken to fund capital expenditures, the repayment of which is funded by tax levy revenue. This includes, but is not limited to, revenue from property taxes, non-utility user fees and levies, fines, permit fees, and license fees that are not otherwise restricted. For greater certainty it does not include investment income, utility user fees and levies, transfers from Town reserves, and restricted developer contributions and levies.
- 3.15 “Temporary debt” means debt with a repayment term not exceeding one year that is used as an expenditure payment mechanism. It includes sources such as lines of credit, operating loans, and credit cards.

4. PRINCIPLES

- 4.1 Debt is an ongoing component of the Town's funding structure and is integrated into the Town's long-term plans and strategies.
- 4.2 Debt must be affordable and sustainable.
- 4.3 The Town must maintain flexibility to take debt in response to emerging financing needs.
- 4.4 Debt must be structured in a way that is fair and equitable to those who pay and benefit from the underlying assets acquired by taking the debt over time.
- 4.5 Debt decisions must contribute to a sustainable and vibrant Town by balancing quality of life and financial considerations.
- 4.6 Tax supported and self-supporting debt will only be used to fund infrastructure and asset

acquisition or construction projects; it will not be used to fund ongoing operating costs.

- 4.7 Long-term debt can only be used to fund projects or assets with long-term community benefits, for infrastructure needed to support or in the anticipation of population growth, that advance Council priorities, are major rehabilitations of existing assets, or to refinance debt originally taken for these reasons.
- 4.8 The issuance of new debt must be approved by Council.
- 4.9 Debt must be managed, monitored, and reported upon.

5. USE OF DEBT

5.1 Tax Supported Debt

Council may enter into long-term, tax supported debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets valued at over \$100,000 and having a useful life of at least 5 years in one or more of the following criteria:

- a) The project or asset has long-term benefits;
 - b) The project or asset benefits the community at large;
 - c) The project or asset is for growth related infrastructure and/or other assets;
 - d) To fund emerging needs to support Council priorities and approved strategic and business plans;
 - e) To refinance existing tax supported debt; or
 - f) The project or asset purchase is on behalf of external agencies or authorities that support the goals and objectives of the Town;
 - g) No more than 75% of an asset or a project is to be funded through debt;
- Internal financing will be used to finance tax supported capital projects or assets valued at \$100,000 or less.

5.2 Self-Supporting Debt

Council may enter into long-term, self-supporting debt obligations to finance or refinance projects involving the construction or acquisition of infrastructure and other assets of any value as in one or more of the following criteria:

- a) The project has long-term benefits and non-tax funding,
- b) It is a utility project,
- c) It is an offsite levy funded project,
- d) The project is growth related,
- e) To fund emerging needs to support Council priorities and approved strategic and business plans,
- f) To refinance existing self-supported debt, or
- g) The project is on behalf of external agencies or authorities that support the goals and objectives of the Town and have long-term benefits and non-tax funding sources.

5.3 Short Term Debt

Short-term debt may be used as:

- a) Interim financing for capital project expenditures,
- b) Financing for capital projects that result in the construction or acquisition of assets having a useful life of five years or less, or
- c) Financing for capital projects where the debt term considerations indicate that a term of five years or less is appropriate.

5.4 Temporary Debt

Temporary debt may be utilized for the following:

- a) As a source of funding to pay trade accounts payable, or
- b) To temporarily fund cash flow shortages.

5.5 Taking Debt

When taking debt, the Town will comply with:

- a) ACFA borrowing procedures as set out in the Municipal Government Act,
- b) Sections of the Municipal Government Act governing borrowing bylaws, and
- c) Any other applicable statutory or legal requirements.

6. DEBT TERMS

6.1 All long-term debt obligations shall have a maximum term to maturity of either:

- a) Ideally, 60% or less of the estimated useful life of the infrastructure or other assets being financed; or
- b) The maximum maturity allowed under ACFA Guidelines;

6.2 All short-term debt obligations shall have a maximum term to maturity of the lesser of:

- a) The estimated useful life of the infrastructure or other assets being financed;
- b) Five years; or
- c) The maximum maturity allowed under ACFA Guidelines;

6.3 The following elements should be considered when establishing the debt term:

- a) Cost minimization;
- b) Availability of debt servicing funding;
- c) Fair distribution of costs between periods;
- d) Capital life cycle implications;
- e) Sustainability; and
- f) Town's financial flexibility

7. STATUTORY AND INTERNAL LIMITATIONS

7.1 Debt Limits

The debt limit shall be used to guide the issuance of debt.

The Town shall not exceed 75% of the total debt limit based on total debt outstanding, plus available debt to borrow as per approved borrowing bylaws, plus loan guarantees, plus letters of credit.

7.2 Debt Servicing Limits

The debt servicing limit shall be used to guide the issuance of debt.

On its total outstanding debt, the Town shall not exceed total debt servicing costs of 75% of the Town's debt servicing limit.

For tax supported debt, the Town shall not exceed debt servicing costs of 15% of municipal tax revenue.

Where the debt servicing costs of a non-utility project will be fully funded by related grants, local improvement levies, user fees, rental revenue, or levies, up to 100% of these funds may be used to fund the debt servicing costs.

7.3 Exceptions

Council may exceed the limits set out in provisions 7.1 and 7.2 without need to amend this Policy under the following conditions:

- a) There is an emergent need for an infrastructure or other asset project and alternative funding sources are not available; or
- b) There is an opportunity to leverage grant dollars to help pay for an infrastructure or other asset project that requires a municipal contribution, but alternative funding sources are not available; and
- c) In both cases, a plan for returning the debt and debt servicing costs to within limits will be provided at the time Council is considering approval of the debt that causes them to be exceeded;
- d) Debt repayment will follow the debt repayment schedule of the borrowing unless it is favorable to the Town to pay out borrowings earlier than anticipated in the borrowing schedule;

8. RESPONSIBILITIES

Administration will annually provide Council with five-year debt requirement projections.

Administration will annually provide Council with the following debt statistics:

- a) Percentage of the most current, audited debt limit used;
- b) Percentage of debt that will mature within ten years;
- c) Percentage of the most current, audited debt servicing limit used;
- d) Percentage of municipal taxes being used to fund tax supported debt servicing costs;
- e) Percentage of utility user fees and levies being used to fund utility project debt servicing costs;

- f) Current and five year projected total annual debt servicing costs; and
- g) The amount of debt servicing cost reduction s that have been allocated to new debt servicing cost s and/or capital reserves;

9. VISION ALIGNMENT

The Town of Sexsmith services and programs respond to the aspirations of its residents and visitors and are delivered in an effective, innovative, and fiscally responsible manner.

October 13, 2020

Policy Statement Reserve Fund Management Policy

Council Resolution: 597-11-20

Section A

1.0 Policy Purpose

The purpose of this policy is to establish, maintain, and manage specific reserves for emergency financial needs, stabilize tax and utility rates, future tangible asset funding, and manage the debt financing needs of the Town of Sexsmith.

The Town of Sexsmith will manage the annual allocation of operating surpluses in a fiscally responsible manner.

This policy establishes standards and guidelines for the management of existing reserves, to outline the purpose of each reserve and parameters regarding the use of reserves.

2.0 Policy Statements

The town of Sexsmith recognizes that the ongoing commitment of funds to specific reserves provides for property tax stabilization, contingency funding and reduces the need for debt financing.

All operating and capital reserves will be established based as follows:

- a) The establishment of contributions to and withdrawals from a specific reserve shall be approved by Council through resolution or bylaw in accordance with the Municipal Government Act. This may be either as part of the overall budget review and approval process or by resolution on an as needed basis. The attached “Reserved Policy Schedules” require Council approval prior to the establishment of a reserve. The schedules attached to this policy will be developed for each reserve created outlining the following:
 - i) Type of Reserve (Operating/Capital)
 - ii) Reserve Name
 - iii) Purpose of the Reserve
 - iv) Source of Funding
 - v) Minimum/Maximum Limits (if appropriate)
 - vi) Application
 - vii) Interest Treatment

The annual budget document approved by Council shall include separate statements for reserves and provide annual long-term projections through the update of the Long-Term Financial plan.

Administration of all reserves will be carried out by the Chief Administrative Officer or his/her designate.

Transfers to reserves will be restricted to the following sources:

- a) Appropriations from operating and/ or unexpended funds as approved by Council;
- b) Direct cash receipts such as grants, sales of tangible assets including land, off-site levy receipts of any other cash receipts as authorized by Council,
- c) Investment income earned on reserve funds as outlined within the Reserve Policy Schedules

Interest earnings are intended to be applied to reserves only if:

- a) External requirements are imposed by legislation or agreements, or
- b) Required to assist in offsetting the effects of inflation or meeting the stated purpose of the reserve.
- c) Council so decides to add back the interest of a specific reserve.

Transfers from reserves shall be as authorized by Reserve Policy Schedule and approved by Council.

Where appropriate, each reserve will be supported by a 10-year projection for receipt and disbursement of monies. These projects will be updated annually as part of the budget process through the 5- and 10-year Capital Plans.

This policy along with the approved reserve schedules and balances will be reviewed by Administration annually. Reserve levels shall be monitored and where reserves exceed indicated ceilings, prior to the fiscal year-end, transfers to alternative reserves shall be proposed and approved by Council. Efforts to re-evaluate future contributions to those reserves shall be undertaken to avoid future overages, whether by reducing budgeted contributions or user rates contributing to that reserve.

2.1 Reporting to Council

Reserve account reporting will form a part of the annual audited financial statements.

2.2 Policy Review

This policy will be reviewed every four years by Council within the 1st year following a regularly scheduled Municipal Election.

RESERVE SCHEDULES

Operating Reserve Schedules:

Operating Programs

Operating Funding

Capital Reserve Schedules:

General Capital

- a) General Capital Projects and Facility Infrastructure & Replacement
- b) Street improvements
- c) Parks, Recreation & Culture
- d) Vehicle & Equipment Replacement

Utility Capital

- a) Water and Sanitary Capital Projects
- b) Stormwater Capital Projects

Development Reserves Held in Trust

- a) Painted Sky Subdivision Reserve

Reserve Policy

Type:	OPERATING RESERVE
Name:	Operating Funds
Purpose:	To provide funding for operations from January to June of each year before the tax due date.
Source of Funding:	As approved by Council; a) An annual contribution as determined by Council or; b) Other sources.
Minimum Limit:	\$0 at June 30 of each year.
(Note)	Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.
Maximum Limit:	\$1,000,000 after tax due date annually.
Application:	Funds from this reserve will be used to fund operational expenses until taxes become collectible in June of each year.
Interest Bearing:	Interest will be recorded separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: General Capital Projects and Facility Infrastructure & Replacement

Purpose:

- To provide funding for capital projects identified in future capital plan.
- To provide matching funds for provincial, federal and other grants.
- To provide funding for unplanned significant operational building repairs and maintenance and/or funding facility infrastructure capital projects including building replacements.

Sources of Funding: As approved by Council;

- a) Annual funds collected by taxation.
- b) Other sources.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: \$250,000

Maximum Limit: N/A

Application:

- a) Funds from this reserve will be used for capital projects funds under a provincial, federal, or other grant program where matching funds are required.
- b) In addition, funds may be utilized for Capital projects that are approved by Council where funding of projects was not included in the current year's capital budget.
- c) Funds from this reserve will also be used for unplanned significant operational building repairs and maintenance.
- d) And/or funding facility infrastructure capital projects or building replacements.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: Street Improvements

Purpose:

- To provide funding for transportation capital projects identified in capital plan.
- As well as to provide matching funding for provincial, federal, and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

(Note)

Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for transportation not otherwise funded by provincial, federal, other grants or other sources of funding.

Maximum Limit: Total of the budget for transportation projects in 5-year capital plan

Application: Funds from this reserve will be used for transportation (roads, trails, etc.)

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: Parks, Recreation and Culture

Purpose:

- To provide funding for the purchases of new and /or replacement capital items for Parks.
- Recreation and Culture as identified in capital plans as well to provide matching funds for provincial, federal, and other grants.
- Matching funding for grants from other sources.

Sources of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

(Note)

Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limited: Current year's capital plan for capital items for Parks, Recreation and Culture.

Maximum Limited: Total of the budget for 5-year capital plan for Parks, Recreation and Culture.

Application: Funds from this reserve will be used for capital items for Parks, Recreation and Culture.

Interest Bearing: Interest will be record separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: Vehicle & Equipment Replacement

Purpose:

- To provide funding for the purchase of new and/or replacement vehicles & equipment identified in capital plans.
- As well as providing matching funds for provincial, federal and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources

(Note)

Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for vehicle & equipment replacement.

Maximum Limit: Total of the 5-year capital plan for vehicle & equipment replacement.

Application: Funds from this reserve will be used for vehicles & equipment, including Public Works and Fire Department vehicles and equipment that are approved by Council in the current year's capital budget.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: Water and Sanitary Capital Projects

Purpose:

- To provide funding for water and sanitary capital projects identified in capital plans.
- As well as providing matching funds for provincial, federal, and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution from surplus funds from the municipal water or sanitary utility as determined by Council.
- b) Aquatera Utilities

(Note)

Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital plan for water sanitary capital projects.

Maximum Limit: Total of the 5-year capital plan for water & sanitary.

Application: Funds from this reserve will be used for water and sanitary capital projects and projects funded under a provincial, federal or other program where matching funds are required.

Interest Bearing: interest will be recorded separately as interest income in the operating budget.

Reserve Policy

Type: **CAPITAL RESERVE**

Name: Storm water Capital Projects

Purpose:

- To provide funding for storm water capital projects identified in capital plan.
- As well as providing matching funds for provincial, federal and other grants.

Source of Funding: As approved by Council;

- a) An annual contribution as determined by Council.
- b) Other sources.

(Note) Funds allocated during the year to a specific project or purchase that are not expended in that year will remain in the operating account until such time as the audit is completed. The CAO (or delegate) will at this time make a recommendation to Council to reallocate remaining funds to reserve accounts as needed to meet the future needs and obligations of the municipality.

Minimum Limit: Current year's capital budget for storm water capital projects

Maximum Limit: Total of the 5-year-capital plan for storm water capital projects.

Application: Funds from this reserve will be used for storm water capital projects and projects funded under a provincial, federal, or other program where matching funds are required.

Interest Bearing: Interest will be recorded separately as interest income in the operating budget.

Policy Statement

Flag Half Masting Policy

PURPOSE

To establish protocol when the Canadian, Provincial and Town of Sexsmith Flags located at the Municipal Office / Town Properties will be flown at half-mast to ensure the Town's practice is exercised in a consistent and appropriate manner.

POLICY

This policy sets guidelines for the Town of Sexsmith to ensure that we treat flags we display with respect and follow customs and etiquette recommended by the federal government.

DISPLAYING FLAGS

The Town of Sexsmith will half-mast the flags on specific occasions to commemorate a solemn occasion.

- The Sovereign and the Sovereign's family.
- The Governor General (past and present)
- The Prime Minister (past or present)
- Chief Justice of Canada and Members of the Canadian Ministry (current)
- Lieutenant Governors (current)
- Privy Councillors or Senators (current)
- Members of the House of Commons (current)
- The Premier of Alberta (past or present)
- A Member of the Legislative Assembly or a Member of Parliament representing the Town of Sexsmith
- The CAO (current)
- A member of Council (past or present)
- An RCMP officer serving the town of Sexsmith
- A volunteer firefighter in the line of duty (current)

DATES WHEN FLAGS ARE FLOWN AT HALF-MAST:

The Canadian Department of Heritage provides direction as to occasions when the National Flag is to be flown at half-mast.

- Vimy Ridge Day;
- April 28, Day of Mourning for Persons Killed or Injured in the Workplace(Workers' Mourning Day), sunrise to sunset;
- June 23rd National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, sunrise to sunset, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescriber order of service, until sunset;
- September 30th, Truth & Reconciliation Day, from sunrise to sunset;

- November 11, Remembrance Day, unless Half-Masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-Masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action of Violence Against Women, sunrise to sunset;
- To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s);

SPECIAL OCCASION FLAGS:

The Mayor or CAO (or designate) shall have at their discretion the authority to lower the flags to half-mast for other circumstance of such a nature or magnitude that would deem it appropriate in which this Policy does not address.

When the memorial service is delayed due to family members having to travel long distances to attend the memorial service or the illness of a surviving spouse, the Town flag will be flown at half mast for a period of three days commencing on the day of notification and being raise to full mast at 1800 hours on the third day.

DISPOSAL OF FLAGS:

Flags shall be inspected, and changes as required semi-annually in conjunction with the Provincial time change dates. When a flag becomes tattered or faded and is no longer in a suitable condition for use, it should be destroyed in a dignified way by burning it privately.

Policy Statement

Staff Dress Code Policy

Purpose

The Town of Sexsmith requires all Employees to present themselves in a professional manner, regarding attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code.

Guidelines

Business Attire

Any Employee who maintains in-person contact with customers (both internal and external) will be required to wear appropriate business attire.

Appropriate Business Attire

- Jackets, shirts, ties, slacks, sweaters, dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress shoes, sandals or boots.

Business Casual

- The Town of Sexsmith allows Employees to wear business casual attire when not in contact with external customers.
- Employees are expected to keep appropriate business attire on hand at all times in case they are required to attend an in-person internal or external customer meeting.

Appropriate Business Casual Attire

- Shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), dress shoes or casual dress shoes, dress boots, sweaters, golf shorts, skirts, dresses.

Casual Friday

- The Town of Sexsmith employs a "Casual Friday" policy, wherein our employees are welcome to wear workplace appropriate jeans (no rips, tears, or stains) and office appropriate hoodies.
- While Casual Friday allows our employees to dress in a more casual fashion, employees should take into account the necessity to continually conduct themselves in a professional fashion, and dress in such a way that will not create a negative perception by customers, either internal or external (refer to Inappropriate Attire).

Public Works Employees

- Employees who work in Public Works, or whose regular job duties include physical lifting may wear appropriate casual clothing (including jeans/shorts) at all times. Shorts may be deemed inappropriate where a safety concern for accident or injury is present, or if the shorts are too revealing.

Inappropriate Attire (also applicable to Casual Friday)

The following items are not permitted in any area during any normal working hours:

- Sweatpants – unless under coveralls
- Yoga pants or leggings – unless worn as layering with top layer reaching at least the top of thigh
- Pants that expose the midriff or underwear
- Gym shorts – unless under coveralls
- Bicycle shorts or other athletic shorts
- Low-cut tops revealing cleavage
- Spaghetti-strap tops – without shoulder coverage by another garment
- Tops that expose the midriff or underwear
- Miniskirts – defined as skirts higher than mid thigh
- Any form of clothing that is mesh, sheer, or see-through as a primary garment.
- Any form of clothing that is generally offensive, controversial, disruptive, or otherwise distracting
- Any form of clothing that is overtly commercial, contains political, personal, or offensive messages
- Plastic flip-flops
- Beach footwear

This is a general list only. Supervisor will advise of any concerns with attire and request adjustments as deemed appropriate

Personal Protective Equipment

- Personal protective equipment must be worn at all times in areas where such equipment is required such as Public Works.

Clarification

- Every Employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an Employee is deemed to be wearing inappropriate attire, his or her manager is responsible for coaching the Employee accordingly.
- Individual situations relating to appropriate workplace attire may be addressed on a case-by-case basis. If you have questions about these guidelines or a particular business area's dress requirement, contact your manager.
- The Town of Sexsmith reserves the right to relax or vary the provision of this Policy in order to accommodate Employees with medical issues or on human rights grounds.

Compliance

- Departure from appropriate attire standards will result in Employee counselling or disciplinary action up to and including termination of employment.

Acknowledgment and Agreement

I, _____,
(Employee Name)

acknowledge that I have read and understand the Dress Code Policy and I agree to adhere to this Policy and will ensure that Employees working under my direction adhere to this Policy. I

understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment.

Signature: _____

Date: _____

Manager: _____

August 16, 2021

Policy Statement

Council Dress Code Policy

Purpose

The Town of Sexsmith requires Town Council to present themselves in a professional manner, regarding attire, personal hygiene, and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism, and dress code.

Guidelines

Examples of Appropriate Business Attire

Any Councillor who attends high level meetings with ministers or equivalent will be required to wear appropriate business attire.

Appropriate Business Attire

- jackets, shirts, ties, slacks, sweaters, dress shoes.
- dress tops, dress pants, dresses, skirts, sweaters, pantsuits, dress boots/shoes/sandals.

Business Casual

- Councillors can wear business casual attire to training sessions, council meetings, committee meetings

Examples of Appropriate Business Casual Attire

- collared shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), golf shorts, dress shoes or casual dress shoes, boots, sandals, sweaters.
- collared shirts (either dress or golf), khakis, slacks, jeans (no rips, tears, or stains), golf shorts, skirts, dresses, dress shoes, casual dress shoes, boots, sandals, sweaters.

Personal Protective Equipment

- Personal protective equipment must be worn at all times in areas where it is required.

Clarification

- Every Councillor is responsible for exercising sound judgment and common sense for his or her attire at all times
- The Town of Sexsmith reserves the right to relax or vary the provision of this Policy in order to accommodate Councillor's with medical issues or on human rights grounds.
- Headwear and casual attire may be worn where appropriate.

Acknowledgment and Agreement

I, _____,
(Council Member)

acknowledge that I have read and understand the Dress Code Policy and I agree to adhere to this Policy.

Signature: _____

Date: _____

November 1, 2021

Policy Statement

Disposal of Electronic Devices

Purpose

This policy is to explain the proper disposal procedure for elected officials electronic devices that are provided to Council by the Town. Once a council term is up, devices used by Council members may be classified obsolete or still functioning and will be dealt by the following policy.

Policy

All devices that are set for replacement or no longer being used by a Councillor for the purpose of Town business will be returned to the Town office.

The device will be sent to IT to clear it of all information related to the business of the Town and to assess it for future use.

If IT declares the device is not reusable, IT will dispose of the device for the Town.

If the device is declared usable, Council will have the opportunity to have it returned to them.

The devices would then become the personal property of the Councillor, and the Councillor would not be entitled to sell or regift the device.

If the Councillor does not want the device returned to them, Administration will keep the device until there is a need for it either within the organization or donate it to a non-profit or other organization that Administration deems appropriate.

Policy Statement Grants to Organizations

This policy will define the process by which Sexsmith will provide financial assistance to local not-for-profit organizations, societies, and groups. The intent is to support project-based and/or operating costs associated with the delivery of programs, services, and events that promote active, safe, and sustainable communities and improve the quality of life for Sexsmith residents.

DEFINITIONS

- 1.1 **Grant Application form** means the application form available through the Town of Sexsmith Administration Office or on the Town's website.
- 1.2 **Grant Cycle** means the period covering one full calendar year in which there is one opportunity for grant funding.
- 1.3 **Sexsmith** means the Town of Sexsmith.
- 1.4 **Grants** means non-repayable funds or products disbursed by Sexsmith to a Council-approved recipient. Under this policy, it is usually a non-profit entity, local organization, or volunteer group that provides recreation or cultural programs and opportunities that benefit Sexsmith residents.
- 1.5 **Operating** means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure, or wages, and salaries.
- 1.6 **Project** means equipment, electronics, infrastructure, program changes or additions, supplies, etc.
- 1.7 **CAO** means the Chief Administrative Officer appointed by the Town of Sexsmith Council.

2. POLICY STATEMENT AND GUIDELINES

1. Funding

- 1.1 Sexsmith Town Council will identify the grant funding budget during the annual budget process. Financing for grants will come from general revenues or other funding sources as determined by Sexsmith Town Council.
- 1.2 Total fiscal year grant funding budget will be set annually by Sexsmith Town Council in operating account 2-11-771 – Grants to Organizations. Maximum

allocations per application will be \$1,000. A greater amount may be considered if there are extenuating circumstances.

- 1.3 If the grant funds are depleted before the end of the fiscal year, the Council may make a motion to supplement the funds for an agreed amount from the Operational Reserve.

2. Applications for Funding

- 2.1 Application forms will be available online through the Town of Sexsmith website year-round, however, applications are only considered twice a year at regular meetings of the Council.
- 2.2 Applications must be received in the prescribed form by March 1st for the spring intake and September 1st for the fall intake.
- 2.3 Only one application for the grant can be submitted by an organization in a year.
- 2.4 Applications will include:
 - Total budget for the program, event, or project
 - Program or project objectives
 - Benefits to Sexsmith residents and fundraising efforts
 - Financial report from previous event or year. Example – previous years' unaudited financial statement or most recent Income and Expense Statement
- 2.5 Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of Sexsmith residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to requests that:
 - Are project-based
 - Benefit Sexsmith residents
 - Provide evidence that there are volunteerism and or fundraising efforts
 - Demonstrate success in achieving project or program goals

3. Application Review

- 3.1 Application will be reviewed annually at the 2nd Regular Council Meeting in April and October. Initial criteria review will be completed by the Administration – consisting of CAO, ACAO, FCSS Coordinator, and Wellness Coordinator who will present the finding to the Sexsmith Town Council.
- 3.2 Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.
- 3.3 Applications that are received after a deadline may be considered for the next deadline on request of the applicant pending approval by the CAO and/or Council being cognizant of the annual budget allocation.

4. Decision

4.1 The final decision to approve or decline grant funding shall lie with Sexsmith Council.

5. Notification

5.1 Upon the decision of the applicants' request by the Sexsmith Council, each applicant will be advised of the status of their application.

6. Distribution of Funds

6.1 Upon approval by Sexsmith Council, the CAO will issue memos to accounts payable to distribute funding within six (6) weeks of the approval date.

7. Roles and Responsibilities

Chief Administrative Officer is responsible for overall compliance with Policies and disbursement.

ACAO, and FCSS and Wellness Coordinators are responsible for collaborating with CAO to carry out this policy.

8. Ethics and Code of Conduct

All Sexsmith staff will comply with Sexsmith's Policy Manual, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action.

9. Policy Authority

The Town of Sexsmith's CAO has the authority to amend this Policy from time to time to keep current, enforceable, and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to this Policy are to be approved by Council.

April 4, 2022

**Grants to Organizations Request
for Support Application
Allocation up to \$ 1,000.00.**

1. To determine your group's eligibility for support, please refer to the Town of Sexsmith Website for criteria and guidelines included in the Policy Statement "Small Grants to Organizations"; in addition, please provide the following information. All questions must be answered in detail. The application will not be processed if the following information is not completed and/or supporting documents are not attached.
2. The council will meet twice a year to review proposals and determine the Town of Sexsmith's abilities to financially support.
3. Sexsmith Town Council requests that the benefactors provide proof of purchase for items approved under this grant process. Proof of purchase will be due six (6) months after funds are released to applicants. We also love photos of the community projects. Please share those with us.

Group Name: _____

Operating name (if different from above): _ Name of Contact/Applicant: _____

_____ Address: _____

_____ Phone Number: _____

_____ Cell Number: _____

E-mail Address: _____

Type of programs or services delivered by the group:

Approximate dates of the project/event: _____

What is the amount requested? _____

What are the monies to be used for? Description of the project/event.

Who will benefit from this?

Explain why the group's programs or services are important to the community:

Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community.

Have you applied for any other funding or grants? If yes, please provide details.

Please provide financial information: i.e., budget, annual financial statements, quotes for equipment etc.

Policy Statement

Notification of Outstanding Property Tax

This policy will define the process by which Sexsmith Administration will provide timely updates to Taxpayers regarding their overdue property tax account(s).

1. DEFINITIONS

- 1.1 **Act** means the Municipal Government Act.
- 1.2 **Taxes** means all taxes imposed by the Town pursuant to the Act or any other statute of the Province of Alberta, including property taxes, local improvement taxes, special maintenance taxes, business revitalization zone taxes, the amounts which in the event of non-payment are deemed at law to be taxes or recoverable as or in the same manner as taxes and penalties on such taxes or amounts.
- 1.3 **Overdue/Arrears Property Tax** – means taxes which remain unpaid after December 31 of the year in which they were imposed, including penalties on such taxes pursuant to section 345 of the Act.
- 1.4 **Current Years' Taxes** means the present year that the taxes were imposed.
- 1.5 **CAO** means the Chief Administrative Officer appointed by Town of Sexsmith Council.
- 1.6 **Administration** means the CAO and or their designates.
- 1.7 **Taxpayer** means the person liable to pay taxes pursuant to section 331 and 373 of the Act.

2. POLICY STATEMENT AND GUIDELINES

2.1 Notifications

- (a) Administration will provide tax arrears notifications as follow:
 - To a law firm or bank, upon receiving a request for a tax certificate on the property (this is especially important if the tax certificate request arrives before the annual property tax notice is mailed to owners)
 - Two (2) weeks prior the penalty being applied to outstanding taxes.
 - Not later than October 31st annually a second notice will be sent to all property owners who have not paid for their past or current years' taxes, prior to the 12% penalty being applied at the beginning of the following year.
- (b) The notification letter will show the details on the account, by year, taxes owing - current and arrears plus penalties.
- (c) A hard copy of all Arrears Notification letters must be placed in each property owners Land File.

3. Policy Authority

The Town of Sexsmith's CAO has the authority to amend this Policy from time to time to keep current, enforceable, and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to this Policy are to be approved by Council.

Policy Title:

Donation to Sexsmith Community Foundation

Purpose

This policy is to set a standard for annual donations to the Sexsmith Community Foundation to honour the memory of Sexsmith Community Champions.

Policy

Sexsmith Town Council wishes to honour the memories of Sexsmith Community Champions with an annual donation in the amount of \$1,000.00 to the Sexsmith Community Foundation. Community Champions would include current or former members of Sexsmith Town Council, Firefighters or individuals who have made outstanding contributions through volunteerism, setting a positive example for residents and those who have gone above and beyond for the Town of Sexsmith. The donation to the Sexsmith Community Foundation will be made by the end of the 2nd quarter (June 30th) in each year.

June 6, 2022