



Town of Diamond Valley

AGENDA

Municipal Development Plan Steering Committee

Wednesday, October 23, 2024 at 5:00 PM

Council Chambers, 514 Windsor Avenue NW

The Town of Diamond Valley acknowledges that we are on the traditional territories of the people of Treaty 7 including the Blackfoot Confederacy members - Siksika, Piikani and Kainai First Nations, the Stoney Nakoda of Bears paw, Chiniki and Wesley First Nations, the Dene of Tsuut'ina First Nations and the Metis Nation, Region 3.

Meetings of the MDP Steering Committee are open to the public, however, members of the public are not invited to participate in the meeting. Agenda packages may be viewed on the Town's website.

1. CALL TO ORDER

1.1. Welcome and introduction by the administrative lead.

2. MEETING PROCEDURES EXPLAINED

3. ADOPTION OF THE AGENDA

3.1. Review the agenda

3.2. Motion to adopt the agenda.

4. ACTION ITEMS

APPOINTMENTS: Nominations, vote and appointment of Vice Chair position

4.1. INTRODUCTIONS: Members introduce themselves (name, role in the community, background)

4.2. INTRODUCTIONS: Administrative support staff introduction (name, role, background)

4.3. BYLAW AND POLICY REVIEW: Council Committees Bylaw 2023-13

4.4. BYLAW AND POLICY REVIEW: Council Code of Conduct Bylaw 2023-18

4.5. BYLAW AND POLICY REVIEW: Council Procedure Bylaw 2023-14

- 4.6.** APPOINTMENTS: Nominations, vote and appointment of Chair position
- 4.7.** APPOINTMENTS: Nominations, vote and appointment of Vice Chair position
- 4.8.** COMMUNICATIONS: Communications and Engagement Plan
- 4.9.** COMMUNICATIONS: Internal communications
- 4.10.** COMMUNICATIONS: External communications
- 4.11.** COMMUNICATIONS: Additional engagement
- 4.12.** SCHEDULING: Meeting preferences
- 4.13.** SCHEDULING: Tentative schedule for working sessions
- 4.14.** ITEMS FOR NEXT MEETING
- 4.15.** ROUNDTABLE
- 4.16.** NEXT MEETING
- 5. ADJOURNMENT**



TOWN OF
**DIAMOND
VALLEY**

OFFICE CONSOLIDATION
of
Bylaw 2023-13

Council Committees Bylaw

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Supervisor and should be consulted in interpreting and applying this Bylaw. In case of any dispute, the original Bylaw(s) must be consulted.

For easy reference the amending Bylaw Numbers are listed with a brief description.

Printed by the Legislative Services Supervisor, by the authority of Town Council.

Office Consolidated Version dated: May 2, 2023

Includes Amending Bylaws:

Bylaw #	Description/Purpose	3 rd Reading Date
2023-15	Addition of "Council Remuneration Review Committee"	April 19, 2023
2024-42	Addition of "Traffic Safety Advisory Committee"	January 17, 2024
2024-69	Addition of "Municipal Development Plan Steering Committee"	July 17, 2024
2024-71	Addition of "Council Appeals Committee"	June 19, 2024

BYLAW 2023-13

BEING A BYLAW OF THE TOWN OF DIAMOND VALLEY IN THE PROVINCE OF ALBERTA, TO ESTABLISH COUNCIL COMMITTEES

WHEREAS Section 145 of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended, authorizes Council to pass a bylaw to establish Council committees; and

WHEREAS Council may, by bylaw, establish the functions of Council committees and the procedures to be followed; and

WHEREAS the Council of Diamond Valley considers it expedient to establish Council committees to support, facilitate and to advise Council on matters relevant to the committee mandates;

NOW THEREFORE, BE IT RESOLVED THAT the Council of the Town of Diamond Valley, duly assembled, enacts as follows:

1.0 TITLE AND PURPOSE

- 1.1 This bylaw may be cited as the '***Council Committees Bylaw***'.
- 1.2 Each Committee shall be deemed to be a Committee of Council and shall be responsible and accountable only to Council.
- 1.3 This bylaw shall govern the establishment and regulation of Council Committees unless a variance is specifically provided for in the bylaw. Any such variance must be set out in the Committee Terms of Reference attached to and forming part of this bylaw.
- 1.4 This bylaw does not apply to intermunicipal, commission or corporate bodies jointly established under separate bylaw or agreement.
- 1.5 If a matter is not contemplated in the Terms of Reference of a Committee, this bylaw takes precedence.

2.0 INTERPRETATION AND DEFINITIONS

- 2.1 In this bylaw, the following terms, phrases, words and their derivations shall have the following meanings:
 - a) **Act** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended;
 - b) **Ad-Hoc** means a short-term, special or temporary Committee, a task force or working group established by Council to complete a specific task in a specific time frame;
 - c) **Administration** means the operations and staff of the Town under the direction of the Chief Administrative Officer
 - d) **Chief Administrative Officer or CAO** means the person appointed by the Council of the Town to carry out the powers, duties and functions of the Chief Administrative Officer;
 - e) **Code of Conduct** means the Town's current Code of Conduct Bylaw, which establishes the conduct governing councilors and members of council committees;

- f) **Committee** means a committee with members appointed by Council and includes a Standing or Subcommittee which may consist entirely of Councillors, a combination of Councillors and Members-at-Large or, may be entirely of Members-at-Large;
- g) **Council** means the elected officials for the Town of Diamond Valley;
- h) **Member** means a person who has been appointed to a Committee by Council in accordance with the current Council Procedures bylaw;
- i) **Organizational Meeting** means the annual Organizational Meeting of Council held pursuant to the Municipal Government Act;
- j) **Procedure Bylaw** means the current Council Procedures Bylaw, as amended or replaced from time to time;
- k) **Standing Committee** means a Committee listed in Section 3 of this bylaw;
- l) **Subcommittee** means a subcommittee established to assist with the duties of a Committee;
- m) **Terms of Reference** means the Terms of Reference approved by Council that establishes the functions, procedures, membership and other governance characteristics of a Committee, schedules which are attached and form part of this bylaw;
- n) **Town** means the municipality of the Town of Diamond Valley, incorporated in the Province of Alberta.

2.2 The headings in this bylaw do not form part of this bylaw and shall not affect its interpretation.

3.0 STANDING COMMITTEES

3.1 Council hereby establishes the following as Standing Committees:

- a) Council Committee of the Whole;
- b) Economic Development Advisory Committee;
- c) Parks and Recreation Advisory Committee;
- 2023-15 d) Council Remuneration Review Committee;
- 2024-42 e) Traffic Safety Advisory Committee;
- 2024-69 f) Municipal Development Plan Steering Committee;
- 2024-71 g) Council Appeals Committee

4.0 ESTABLISHING COMMITTEES AND SUBCOMMITTEES

4.1 Council may establish Committees and their Terms of Reference by bylaw.

4.2 Council may establish by resolution, an ad-hoc committee, task force or working group for the purpose of reviewing a specific issue or issues within a specific timeline.

4.3 Committees will have the duties, functions, membership, procedures and other characteristics established in their Terms of Reference.

4.4 Committees may establish by motion, a subcommittee for the purpose of reviewing a specific issue or issues within a specific timeline.

5.0 ACCOUNTABILITY AND REPORTING

5.1 All Committees are accountable to Council.

5.2 Subcommittees are accountable to the Committee that they were established to assist.

5.3 Councillors are responsible for keeping Council as a whole, informed of the activities of the various Committees to which they are appointed.

5.4 All Committees are required to provide adopted meeting minutes.

6.0 MEMBERSHIP AND APPOINTMENTS

6.1 Membership vacancies that occur between the annual Organizational Meetings may be filled by resolution of Council if deemed necessary.

6.2 Members-at-Large must be residents of Diamond Valley, unless otherwise provided for in the Terms of Reference, and are appointed by Council for the term as outlined in the Terms of Reference. The Terms of Reference may prescribe additional requirements or qualifications for the appointment of a Member-at-Large.

6.3 Members-at-Large who cease to be a resident of Diamond Valley also cease to be a member of the Committee to which they are appointed unless otherwise provided for in the Terms of Reference of those Committees.

7.0 TERM OF APPOINTMENT AND REMOVAL

7.1 Council Representatives are appointed at the annual Organizational Meeting for a specified term.

7.2 Appointments to an ad-hoc committee, task force or working group will be the term to complete the work of the committee as established by Council.

7.3 Members-at-Large are appointed to a Committee in staggered terms of one-year, two-year or three-year terms, or as otherwise specified in that Committee's Terms of Reference. If a Members-at-Large resigns mid-term, their replacement will only be appointed for the remainder of the original term.

7.4 Members-at-Large serve at the desire of Council and may be removed from a Committee by a resolution of Council.

- 7.5 Members-at-Large may resign from a Committee by providing written notice of their resignation.
- 7.6 A Members-at-Large who is absent from three consecutive meetings without a valid reason ceases to be a Member of that Committee unless the absence is authorized by a motion of the Committee.
- 7.7 Members-at-Large may serve on a Committee for a maximum of two consecutive terms unless otherwise stated in the Committee's Terms of Reference. After serving a second consecutive term, Members-at-Large cannot serve on the Committee for at least one term before being eligible for reappointment. Members-at-Large may sit for a third consecutive term if necessary, by resolution of Council.

8.0 CHAIR AND VICE-CHAIR

- 8.1 The Chair and Vice Chair of a Committee are chosen in accordance with its Terms of Reference.
- 8.2 If the Terms of Reference for a Committee does not provide for the appointment of a Chair or Vice-Chair, the Chair or Vice-Chair will be chosen by the simple majority of the Committee Members in a manner agreed upon by a simple majority of the Members.

9.0 MEETINGS AND MEETING PROCEDURES

- 9.1 Committees will meet on the dates and times established by Council at the annual Organizational Meeting or by resolution of Council or as referenced in its Terms of Reference.
- 9.2 All agendas and minutes of the Committee meetings will be made available to the public.
- 9.3 Additional meetings and special meetings of a Committee may be called in accordance with its Terms of Reference.
- 9.4 Committee meetings are to be conducted in accordance with the current Council Procedure Bylaw, as amended or replaced from time to time.
- 9.5 Committee meetings are to be open to the public except when permitted by legislation to hold parts of the meeting in a closed session.
- 9.6 Individuals, community groups and other organizations that wish to present to a Committee may submit a request to do so in accordance with the current Council Procedure bylaw or as otherwise outlined in its Terms of Reference.

10.0 CODE OF CONDUCT

- 10.1 Committees established under this bylaw will govern themselves in accordance with the current Code of Conduct Bylaw, as amended or replaced from time to time.

11.0 ADMINISTRATIVE SUPPORT

- 11.1 Committees may receive administrative support as appointed by the Chief Administrative Officer, in a non-voting capacity or as outlined in their Terms of Reference.
- 11.2 Administrative support may include but is not limited to, preparing agendas and minutes, coordinating meetings, providing expertise and advice and other duties that are reasonably required by the Committee to carry out its duties.

12.0 BUDGET AND REMUNERATION

- 12.1 Committees may have the budgets and resources established in the Operating Budget of the Town as approved by Council.
- 12.2 Council members are remunerated in accordance with Town's Council Remuneration and Reimbursement Policy, as amended from time to time, unless the Terms of Reference for a Committee provides for otherwise.

13.0 SEVERABILITY

- 13.1 Each provision of this Bylaw is independent of all other provisions. If a provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, the remaining provisions of the bylaw will remain valid and enforceable.

14.0 GENERAL PROVISIONS AND COMING INTO FORCE

- 14.1 Town of Diamond Valley Bylaw 2023-08 is hereby rescinded.
- 14.2 This Bylaw will take force and effect upon third and final reading and signing thereof.

READ A FIRST TIME on the 15th day of February, 2023

READ A SECOND TIME on the 15th day of February, 2023

READ A THIRD AND FINAL TIME on the 15th day of February, 2023

Original Signed
Mayor

Original Signed
Chief Administrative Officer

NOTE: Terms of Reference for all Committees have been removed except for the Terms of Reference for the Municipal Development Plan Steering Committee

2024-69

Municipal Development Plan Steering Committee TERMS OF REFERENCE

#	ITEM	DETAILS
1	NAME	Municipal Development Plan Steering Committee
2	Statement of Purpose	The role of this Committee is to assist the facilitator and the Planning and Development team through the planning process relating to the creation and adoption of the Town of Diamond Valley Municipal Development Plan by providing direction and guidance, ensuring that the plan presented to Council is a reflection of the community's concerns, thoughts and ideas.
3	Goals and Objectives	<p>To review drafts of the Municipal Development Plan, providing feedback and direction on:</p> <ul style="list-style-type: none"> • Community principles and values, • Consultation and engagement details, • A vision and goals, • Municipal policies, and • Implementation strategies. <p>The Committee will make a final recommendation to Council on the Municipal Development Plan, for adoption of the Plan.</p>
4	Membership and Composition	<p>The Committee shall consist of no less than five (5) and up to nine (9) members-at-large who:</p> <ul style="list-style-type: none"> • were appointed members of the Economic Development Advisory Committee or the Municipal Planning Commission on May 15, 2024, and • are not employees of the Town <p>Four (4) members of Council shall be appointed to the Committee.</p> <p>The Committee shall elect a Chair and Vice-Chair at the first meeting, or at the first meeting after each organizational meeting held by Council. The Chair or Vice-Chair shall not be an appointed Council member.</p>
5	Leadership and Governance	This is an ad hoc advisory Committee, to undertake the described Purposes, working toward the stated Goals and providing recommendations to Council.

#	ITEM	DETAILS
6	Meeting Schedule and Procedures	<p>The Committee will meet periodically throughout the project, based on the workload demands and timeline provided by the facilitator and the Planning and Development team.</p> <p>A simple majority of appointed members shall constitute a quorum at a Committee meeting.</p> <p>The Chair shall preside over all Committee meetings. If they are unable to perform the Chair's duties, the Vice-Chair shall perform those duties.</p> <p>If a member of the Committee is absent for three (3) consecutive meetings without the committee's consent, the Council may declare the position vacant and appoint a successor. The council maintains the right to terminate the appointment of any public member at any time.</p> <p>All meetings are open for the public to attend except when permitted by legislation to hold part(s) of the meeting in closed session in accordance with the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i>. Public notice of open meetings will be provided in accordance with the Town of Diamond Valley Procedure Bylaw.</p> <p>All Committee members shall follow the meeting procedures set out in the Town's Procedure Bylaw and adhere to the Code of Conduct Bylaw.</p>
7	Working Principles	<p>The Committee will work with the facilitator and the Planning and Development team to ensure that the Purpose of the Committee is met and that the Goals are achieved in the best manner possible.</p> <p>The Committee is advisory in nature, making recommendations to Council by way of resolution.</p>
8	Reporting	<p>The Committee will provide its adopted meeting minutes to Council.</p>
9	Resources - Financial	<p>This is a voluntary Committee and members-at-large will not be compensated.</p> <p>Any budget or funding designated to the work of this Committee by Council will be managed by Administration. The budget will be determined annually by Council, with input from this Committee, if requested by Council.</p>
10	Resources – Human Resources	<p>The CAO will direct staff from Planning and Development to support the Committee, in a non-voting, clerical and advisory capacity.</p>

#	ITEM	DETAILS
12	Review and Evaluation	<p>Council may review and modify the Terms of Reference at their discretion from time to time.</p> <p>The Committee shall review the Terms of Reference at least annually, making recommendations to Council for any revisions deemed necessary.</p> <p>Revisions to the Terms of Reference must be made by an amending bylaw, considered and adopted by Council.</p> <p>The Committee may conduct an annual self-evaluation to determine its progress in fulfilling the Purpose of the Committee. The Committee may report to Council, or make any recommendations to Council it deems necessary as a result of this evaluation.</p>

BYLAW 2023-18

BEING A BYLAW OF THE TOWN OF DIAMOND VALLEY IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL.

WHEREAS pursuant to section 146.1(1) of the *Municipal Government Act*, R.S.A 2000, Chapter M-26 as amended, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

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

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

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

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

NOW THEREFORE the Council of the Town of Diamond Valley, duly assembled in Council Chambers in Diamond Valley, Alberta, enacts as follows:

1.0 TITLE

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

2.0 INTERPRETATION AND DEFINITIONS

- 2.1. In this bylaw and any schedules to this bylaw, words have the meanings set out in the Act, except that the following terms, phrases, words and their derivations shall have the following meanings:
- a) **Act** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - b) **Administration** means the administrative and operational arm of the Town, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO;
 - c) **CAO** means the Chief Administrative Officer of the Town of Diamond Valley, or their delegate;
 - d) **Council** means the duly elected Council of the Town of Diamond Valley.
 - e) **FOIP** means the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

- f) **Investigator** means Council or the individual or body established by Council to investigate and report on complaints;
- g) **Member** means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor.
- h) **Town** means the municipality of the Town of Diamond Valley incorporated in the Province of Alberta.

3.0 PURPOSE AND APPLICATION

- 3.1. The purpose of this bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Town and a procedure for the investigation and enforcement of those standards.
- 3.2. The headings in this bylaw do not form part of this bylaw and shall not affect its interpretation.
- 3.3. Any references in this bylaw to any Statutes are to the *Province of Alberta Statutes* as amended or replaced from time to time and any amendments thereto.
- 3.4. Within the text of this Bylaw;
 - a) use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
 - b) use of the singular shall include the plural and the plural shall include the singular as the context requires.
- 3.5. The word 'may' when used in this bylaw shall be construed as permissive and empowering, and the word 'shall' when used in this bylaw shall be construed as imperative.

4.0 REPRESENTING THE MUNICIPALITY

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

5.0 COMMUNICATING ON BEHALF OF THE MUNICIPALITY

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

6.0 RESPECTING THE DECISION-MAKING PROCESS

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

7.0 ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

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

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

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
- a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
 - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9.0 CONFIDENTIAL INFORMATION

- 9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.
- 9.2. In the course of their duties, Members may also become privy to confidential information received outside of Closed Session (or in-camera) meeting. Members must not:
- a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
 - b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

- c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.4 Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) the security of the property of the Municipality;
- b) a proposed or pending acquisition or disposition of land or other property;
- c) a tender that has or will be issued but has not been awarded;
- d) contract negotiations;
- e) employment and labour relations;
- f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

10.0 CONFLICTS OF INTEREST

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11.0 IMPROPER USE OF INFLUENCE

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

12.0 USE OF MUNICIPAL ASSETS AND SERVICES

- 12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member.

13.0 ORIENTATION AND OTHER TRAINING ATTENDANCE

- 13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14.0 GIFTS AND HOSPITALITY

- 14.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 14.2. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

15.0 ELECTION CAMPAIGNS

- 15.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

16.0 INFORMAL COMPLAINT PROCESS

- 16.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

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

17.0 FORMAL COMPLAINT PROCESS

17.1. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
- (b) All complaints shall be addressed to the Investigator;
- (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
- (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
- (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
- (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;

- (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

18.0 COMPLIANCE AND ENFORCEMENT

18.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

18.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

18.3. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

18.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

19.0 REVIEW

- 19.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

20.0 GENERAL PROVISIONS AND COMING INTO FORCE

- 20.1 If any term, clause or condition of this bylaw or the application thereof is found to be invalid or unenforceable, the remainder of this bylaw or application of such term, clause or condition shall not be affected and shall remain in force and effect.
- 20.2 Nothing in this bylaw relieves any person from compliance with any other bylaw or any applicable federal or provincial law, regulation or enactment.
- 20.3 In the event of a conflict between this bylaw and any other bylaw or any applicable federal or provincial law, regulation or enactment respecting public health and safety, the other bylaw, law, regulation or enactment shall prevail to the extent of the conflict.
- 20.4 This bylaw repeals Bylaw 2023-01 in its entirety and all amendments thereto.
- 20.5 This bylaw shall come into force and effect on the date of third and final reading.

READ A FIRST TIME on the 19 day of APRIL, 2023

READ A SECOND TIME on the 19 day of APRIL, 2023

READ A THIRD AND FINAL TIME on the 19 day of APRIL, 2023



Mayor



Chief Administrative Officer

BYLAW 2023-14

BEING A BYLAW OF THE TOWN OF DIAMOND VALLEY IN THE PROVINCE OF ALBERTA, TO REGULATE THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEE MEETINGS.

WHEREAS pursuant to the *Municipal Government Act*, RSA 2000, Chapter M-26 as amended, a municipal Council may pass Bylaws in relation to the procedure and conduct of Council and Committees established by Council, and may regulate the conduct of Councillors and Members of Committees established by Council;

AND WHEREAS the Council of the Town of Diamond Valley deems it necessary to regulate the procedure and conduct at meetings of Council and Committees established by Council;

THEREFORE, BE IT RESOLVED THAT the Council of the Town of Diamond Valley, duly assembled in Council Chambers in Diamond Valley, Alberta, enacts as follows:

1.0 TITLE AND PURPOSE

1.1 This Bylaw may be cited as the "Procedure Bylaw".

2.0 INTERPRETATION AND DEFINITIONS

2.1 In this Bylaw and any schedules to this Bylaw, the following terms, phrases, words and their derivations shall have the following meanings:

- a) **Act** means the *Municipal Government Act*, RSA 2000, chapter M-26 as amended from time to time.
- b) **Administrative Inquiry** means a written request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report.
- c) **Agenda** means the list and order of business for any meeting of Council or Committees.
- d) **Bylaw** means a Bylaw of the Town of Diamond Valley.
- e) **CAO** means the Chief Administrative Officer of the Town of Diamond Valley.
- f) **Chair** or **Chairperson** means the Member elected from among the Members of a Committee to preside at all meetings of the Committee.
- g) **Closed Meeting** means a part of the meeting closed to the public at which no resolution or Bylaw may be passed, except a resolution to revert to a meeting held in public.
- h) **Committee** means a Committee, board, commission, authority, task force or any other public body established by Council pursuant to this Bylaw.
- i) **Council** means the Mayor and Councillors of the Town of Diamond Valley.
- j) **Deputy Mayor** means the Member of Council appointed, pursuant to this Bylaw, to act as Mayor in the absence or incapacity of the Mayor.
- k) **FOIP Act** means the *Freedom of Information and Protection of Privacy Act* RSA 2000, chapter F-25 as amended from time to time.



- l) **Mayor** means the Member of Council duly elected as Mayor and continuing to hold office.
- m) **Member** means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council.
- n) **Notice of Motion** is the means by which a Member of Council brings business before Council.
- o) **Point of Order** is raised by a Member to call into question a departure from or contravention of the rules, procedures or generally accepted practices in the conduct of Council's business.
- p) **Presiding Officer** means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor, any other Member of Council chosen to preside at the meeting.
- q) **Public Hearing** means a meeting of Council convened to hear matters pursuant to the Act.
- r) **Question of Privilege** is raised by a Member on any matter which concerns a Member or Council collectively, or the propriety of the conduct of a Member, the Council, Administration or the public, and includes, but is not limited to:
 - i. the comfort of Members regarding heating, lighting, ventilation, noise or other disturbance;
 - ii. conduct or speech of Members, Administration or visitors;
 - iii. any speech made against a Member's character or the reputation of Council collectively.
- s) **Quorum** means the majority of all Members comprising the Council or Committee, except as provided otherwise by the Act, or by a Terms of Reference for a Committee.
- t) **Special Meeting** means a meeting called by the Mayor pursuant to the Act.
- u) **Terms of Reference** means those terms pertinent to the establishment and mandate of a Committee and which may be in addition to or beyond the parameters of this Bylaw.
- v) **Town** means the municipality of the Town of Diamond Valley.

2.2 The headings in this Bylaw do not form part of this Bylaw and shall not affect its interpretation.

2.3 Any references in this Bylaw to any Statutes are to the *Province of Alberta Statutes* as amended or replaced from time to time.

2.4 Within the text of this Bylaw;

- a) use of a pronoun or determiner which indicates on gender shall include all genders unless the context requires otherwise, and
- b) use of the singular shall include the plural and the plural shall include the singular as the context requires.

2.5 The word 'may' when used in this Bylaw shall be construed as permissive and empowering, and the word 'shall' when used in this Bylaw shall be construed as imperative.

3.0 APPLICATION

- 3.1 This Bylaw applies to regular meetings, Special Meetings, Public Hearings, organizational meetings and Committee meetings.
- 3.2 The precedence of the rules governing the procedures of Council is:
- a) the *Municipal Government Act*;
 - b) other Provincial legislation;
 - c) this Bylaw;
 - d) Committee Terms of Reference; and,
 - e) the current edition of *Robert's Rules of Order Newly Revised*.
- 3.3 Subject to Section 10 of this Bylaw, the Presiding Officer shall interpret procedure.

4.0 ORGANIZATIONAL MEETING

- 4.1 Council shall hold an Organizational meeting each year, in accordance with the Act.
- 4.2 The order of business of the Organizational meeting shall include:
- a) Meetings Schedule
 - b) Appointment of Deputy Mayor
 - c) Banking Resolutions
 - d) Committee Appointments
 - e) Health & Safety
- 4.3 If the Mayor and Council have not taken the prescribed Oath of Office prior to the Organizational Meeting, the CAO shall chair the meeting until the Mayor has taken the Oath of Office, which shall be the first order of business.

5.0 MEETINGS OF COUNCIL, NOTICE AND CANCELLATION

- 5.1 All meetings of Council and Council Committee of the Whole shall be held in the Diamond Valley Council Chambers, unless notice is given in accordance with the Act and this Bylaw that the meeting will be held elsewhere in the community.
- 5.2 Council and Council Committee meetings will be open to the public, unless a portion of the meeting will be closed, in accordance with section 197 of the Act and with the FOIP Act.
- 5.3 For all Council and Committee meetings requiring notice, the notice must be:
- a) issued a minimum of 24 hours prior to the meeting;
 - b) in writing, and specify the time, date, location and purpose of the meeting;
 - c) provided to each Council or Committee Member; and
 - d) posted on the municipal website.
- 5.4 A Special Meeting of Council may be called by the Mayor, in accordance with the Act, and providing notice as required by the Act.
- 5.5 If a Special Meeting of Council is called in accordance with section 23.1 of the *Emergency Management Act*, the notice requirements do not apply.

5.6 A Council meeting may be cancelled, by resolution of Council, in accordance with the Act and this Bylaw.

5.7 Regular Council meetings shall Adjourn no later than 10:00 pm unless the Members present agree, by a two-thirds (2/3) vote, to extend the meeting.

- a) If an extension is not agreed to, Council must agree on a date and time to reconvene the meeting. All remaining Agenda items will be forwarded to the reconvened meeting.

6.0 QUORUM

6.1 If Quorum, as defined in the *Municipal Government Act* or other regulation or Bylaw, is not present within 15 minutes after the time fixed for a meeting, the CAO shall record the names of the Members present and the meeting shall stand adjourned until the next meeting.

6.2 If a meeting is adjourned for a failure to constitute a Quorum, or for a loss of Quorum during a meeting, the Agenda for that meeting shall be considered at the next regular meeting or at a Special Meeting called to complete the business.

6.3 If a vote on a motion before Council cannot be taken because of a loss of Quorum resulting from:

- a) a declaration of pecuniary interest, or
- b) a Council Member not being present for all or part of a Public Hearing;

then the motion shall be forwarded to the next meeting of Council and shall be the first item of business to be addressed on that Agenda.

7.0 ELECTRONIC MEETINGS

7.1 Council Members may participate in any meeting by attending in person or by telephone or video conference.

7.2 Except for any part of a Council Meeting that is closed, pursuant to section 197 of the Act, the CAO will provide access to a live, publicly available audio and video view of the location where the Council meeting is being held. Committee meetings are not required to be provided by electronic means, unless to provide for the attendance of appointed Members.

- a) links to allow the public to attend the electronic Council meeting will be published on the Town's website.

7.3 Council Members and Council Committee Members that are physically present at the meeting location, or participating by telephone or video conference are deemed to be present at the meeting and will be counted towards Quorum.

7.4 No Member attending a meeting via telephone or video conference shall be the Presiding Officer of a meeting unless a majority of the Members attend by telephone or video conference.

7.5 Immediately after a meeting is called to order, the Presiding Officer must conduct a roll call to confirm the identity of any Members participating by telephone or video conference.

7.6 If a meeting is closed, pursuant to section 197 of the Act, Members participating by telephone or video conference must confirm to the Presiding Officer that they are in a private location and able to maintain confidentiality over the item to be discussed.

8.0 Agenda

- 8.1 The CAO, in consultation with the Mayor and Deputy Mayor, shall prepare the Agenda, which may include, but is not limited to the following categories:

- Call to Order and Presentations
- Agenda Adoption
- Closed Meeting
- Adoption of Meeting Minutes
- Question Period
- Statutory/Non-Statutory Hearings
- Delegations
- Bylaws and Policies
- Action Items
- CAO & Staff Reports
- Administrative Inquiries and Responses
- Committee/Board Correspondence and Minutes
- Correspondence

The categories may be reordered if required, such as moving the Closed Meeting to the end of the meeting, to accommodate Council Members' schedules or to facilitate the needs of a particular meeting.

- 8.2 The Legislative Services Supervisor shall prepare the Agenda for distribution upon final approval of the CAO, together with copies of all reports and communications to be addressed at each Council meeting.
- 8.3 All submissions for the Agenda of all Regular meetings of Council shall be received by the Legislative Services Supervisor no later than 1:00 pm seven (7) days prior to the scheduled meeting.
- 8.4 The Legislative Services Supervisor will distribute the published Agenda, with attachments, to Council, senior managers and the public at least five (5) days prior to the Council meeting. The Agenda package, including attachments not withheld pursuant to the MGA or the FOIP Act, will be made available on the municipal website.
- 8.5 Late submissions to the Agenda will require justification for the urgent nature of the submission, and approval from the CAO.
- a) If late submissions are approved by the CAO after publication of the Agenda package, the Agenda package will be republished up to two (2) days prior to the meeting.
 - b) Submissions too late for republication will be provided to the Legislative Services Supervisor prior to the meeting being called to Order. Council may amend the Agenda to include the submissions before adopting the Agenda.
- 8.6 No late submission may be added to an Agenda after the adoption of the Agenda unless approved unanimously by resolution of Council.
- 8.7 Information pertaining to a Closed Meeting shall be provided to Council in a secure manner prior to the meeting.

9.0 PUBLIC ENGAGEMENT WITH COUNCIL

9.1 Correspondence/Communications

- a) If a person, group or organization wishes to have a matter considered by Council, a letter or other communication shall be addressed to the Mayor and Council, and the letter or communication shall:
 - i. be printed – either typewritten or legibly written;
 - ii. not be libelous, impertinent or improper;
 - iii. clearly define the matter/topic and the request made of Council;
 - iv. be signed by the writer and include the writer's printed name and contact information;
 - v. be submitted to the Legislative Services Supervisor no later than 1:00 pm seven (7) days prior to the Regular Council meeting at which Council will address the matter.
- b) Upon receipt of a communication for Council, the Legislative Services Supervisor, in consultation with the CAO may:
 - i. include it as an item on the Agenda for the next Regular Council Meeting; or
 - ii. refer the matter to a staff member for response prior to providing the communication to Council.

9.2 Question Period

Anyone wishing to ask a question of Council shall be permitted to speak during the fifteen-minute Question Period portion of the Agenda at a Regular Meeting of Council.

- a) The topic must be in the form of a question and will be presented under the following guidelines:
 - i. the speaker's name and topic matter are to be provided to the Legislative Services Supervisor no later than ten (10) minutes prior to the start of the meeting;
 - ii. the question is to be presented in five (5) minutes or less, unless otherwise approved by a two-thirds (2/3) vote of Council.
- b) The Presiding Officer may not permit a question to be addressed during Question Period regarding:
 - i. any matter that will be the subject of a Bylaw requiring a Public Hearing, or for which a Public Hearing has already been held; or
 - ii. any matter that has been previously considered by Council which staff are working on, or that staff have completed to Council's satisfaction; or
 - iii. any matter subject to non-disclosure in accordance with the FOIP Act. These may include employment or personnel matters, matters subject to negotiations including land sale or purchase, legal matters, etc.; or
 - iv. the promotion of commercial products or services which have no connection to the business of the Town.
- c) The Presiding Officer may allow questions about items on the meeting's Agenda, that are not otherwise prohibited by section 9.2b), but Council may not answer such questions.
- d) Council Members may ask questions of clarification, relevant to the subject question.
- e) At no time shall the person asking a question, a Council Member, a Delegation or Administration enter into a debate during Question Period.

9.3 Delegations

- a) A person, group or organization may request, in writing, to appear as a Delegation before Council, and shall:
 - i. include the information that will be presented to Council;
 - ii. be submitted to the Legislative Services Supervisor by 1:00 pm seven (7) days prior to the Council Meeting they are scheduled to attend;
 - iii. be limited to a maximum of three (3) per scheduled meeting;
 - iv. limit the presentation time to fifteen (15) minutes, exclusive of the time required to answer any questions put forward by Council, unless the Delegation is granted a time extension by a 2/3 vote of Council;
 - v. be restricted to the subject matter only. In questioning Delegations, Members of Council will only ask questions of clarification relevant to the subject matter and will avoid repetition;
 - vi. Council will consider all decisions relating to the scheduled Delegations after the final scheduled Delegation's presentation has been made. Council, at their discretion, may postpone any decisions to a future meeting, or request further information from the presenter or from Administration.

9.4 Petitions

- a) All petitions must be filed with the CAO, who will review and report to Council whether the petition is sufficient or insufficient, in accordance with sections 219 to 226 of the Act.

10.0 CONTROL AND CONDUCT OF MEETINGS

10.1 The Presiding Officer shall:

- a) maintain order and preserve decorum and may, if necessary, call a Member to Order;
- b) determine which Member has a right to speak;
- c) ensure all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote;
- d) rule when a motion is out of order;
- e) ensure persons in the gallery maintain order and may, if necessary, provide for the removal of those who do not comply.

10.2 A Member wishing to speak at a meeting shall address the Presiding Officer and must be recognized by the Presiding Officer before speaking. No Member shall speak for longer than five (5) consecutive minutes.

10.3 When a Member is speaking at a meeting, the Member shall:

- a) speak respectfully;
- b) refrain from using offensive or disrespectful language;
- c) not shout or use a raised voice;
- d) assume personal responsibility for any statement quoted to Council, and at the request of Council, give the source of the information.

10.4 When a Member is addressing the meeting, every other Member shall:

- a) remain quiet and seated;
- b) not interrupt the speaker, except on a Point of Order or Question of Privilege; and

c) not carry on a private conversation.

- 10.5 When any Point of Order or Question of Privilege arises, it shall be immediately taken into consideration and ruled upon by the Presiding Officer.
- 10.6 No person in the gallery shall address Council during a meeting unless invited to do so by the Presiding Officer.
- 10.7 No person shall use an audio or video recording device during a meeting unless authorized to do so by this Bylaw or by a unanimous vote of Members present.
- 10.8 No Member shall engage in use of social media during a meeting.
- 10.9 If the Presiding Officer calls a Member to order, the Member shall immediately cease to speak. After the Presiding Officer has ruled, the Member may explain their action that resulted in the call to order.
- 10.10 Any decision of the Presiding Officer with respect to meeting conduct or procedure may be appealed through a motion decided by a majority of Members present.

11.0 MOTIONS IN COUNCIL

- 11.1 Council may only act by resolution or Bylaw.
- 11.2 Motions must be made in accordance with the Act, and follow the general rules of the most current edition of *Robert's Rules of Order Newly Revised*.
- 11.3 Each Member present shall vote on every motion, as prescribed by the Act, unless the Act or other provincial or federal enactment requires or permits the Member to abstain.
- a) If abstaining, the Member shall cite the appropriate legislative authority, and follow the required procedures for that authority.
 - b) The abstention, and the reason for it, shall be recorded in the Minutes.
- 11.4 A motion, or question, shall be declared lost when it:
- a) does not receive the required number of votes; or
 - b) receives an equal division of votes.
- 11.5 Any Member, prior to the vote being taken, may ask for a recorded vote, and the names of those who vote for and those who vote against a motion shall be recorded in the Minutes.
- 11.6 A motion, relating to a single subject but containing several distinct parts that could stand alone if the others are removed, is not out of order for that reason alone. If a Member requests, or the Presiding Officer orders, Council shall then vote on each proposition separately.

12.0 RECONSIDERING, RESCINDING OR RENEWING A MOTION

- 12.1 A Member who voted with the prevailing side may move to reconsider a motion, only at the same meeting or during a continuation of the meeting at which the motion was decided. No motion to rescind may be made if the question can be reached by reconsidering the motion.

Elected Official Initial 

CAO Initial 

- 12.2 A motion to rescind a motion which has been passed, or to renew a defeated motion, may be offered at a meeting subsequent to the meeting at which that motion was passed or defeated, if the rescinding or renewal motion is:
- a) made by a Member who voted with the prevailing side; or
 - b) presented more than six (6) months after the date of the original motion; or
 - c) presented if there is substantial new information or a change in circumstances is demonstrated; or
 - d) presented after a Municipal General Election, which has taken place since the date of the original motion.

- 12.3 A Notice of Motion to rescind or renew a motion must be provided pursuant to this Bylaw.

13.0 NOTICES OF MOTION

- 13.1 Council Members may bring forward a Notice of Motion as an item on the Agenda of a Regular Council Meeting. A Notice of Motion may not be made at a Special Meeting

- 13.2 A written copy of the Notice of Motion shall be submitted to the Legislative Services Supervisor by 1:00 pm seven (7) days prior to the meeting at which the Notice of Motion will be made, for inclusion on that meeting Agenda.

- a) The Notice of Motion must provide sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made.

- 13.3 Council may, on a two-thirds (2/3) vote, waive the requirement for Notice contained in the Notice of Motion.

- 13.4 A Notice of Motion is not debatable, however, the Member presenting the Notice may speak to the Notice for a period not to exceed five (5) minutes.

- 13.5 If a motion is not made at the meeting indicated on the Notice, it will appear on the Agenda for, and may be made at any of, the next two (2) Regular Meetings. After the third Regular Meeting, it will be removed from the Agenda and may only be made by a new Notice of Motion.

14.0 ADMINISTRATIVE INQUIRIES

- 14.1 A Member wishing to make an Administrative Inquiry at a Regular Meeting shall submit the Administrative Inquiry, in writing, to the CAO by 1:00 pm two (2) days prior to the Council Meeting.

- 14.2 Unless an inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the CAO may give the answer directly to the Members.

- 14.3 When an inquiry involves a written answer to be given at a future meeting, and it appears to the CAO that the Town would incur a cost of over \$500.00 by reason of:

- a) time of Town employees who must be taken from the performance of their regular duties or overtime that will be required; or
 - b) the need to hire additional resources or to obtain information from external sources; or
 - c) no appropriation has been included in the budget for such expenditures
- the CAO shall report the anticipated cost to Council before undertaking such an inquiry.

- 14.4 When the CAO has reported the cost of an inquiry, Council may:
- a) direct Administration, by resolution of Council, to proceed with the investigation necessary to answer the inquiry, and make provision for payment of the costs; or
 - b) by two-thirds (2/3) vote direct Administration to abandon the inquiry.
- 14.5 A Member who requested an Administrative Inquiry may, at a Regular Meeting, instruct Administration to abandon the inquiry.
- 14.6 The subject matter of an Administrative Inquiry is not debatable until the reply to the inquiry has been made or presented to Council.

15.0 URGENT BUSINESS

- 15.1 A Member may move to discuss a matter of urgent public importance without prior Notice of Motion.
- 15.2 A motion to bring a matter before Council as urgent business is subject to the following conditions:
- a) the matter proposed for discussion must relate to a genuine emergency, calling for immediate consideration;
 - b) the matter shall not involve discussion on an item that has been discussed previously in the same meeting;
 - c) that matter shall not be one which should be dealt with by giving written Notice of Motion; and
 - d) the matter shall not raise a Question of Privilege.

16.0 BYLAWS

- 16.1 Every proposed Bylaw presented to Council will be addressed in accordance with the Act.

17.0 COMMITTEES

- 17.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town and shall establish the Terms of Reference for said Committees.
- 17.2 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:
- a) names it;
 - b) establishes membership, purpose and authority;
 - c) sets out the term or directs that the Committee exists, on an on-going, ad-hoc or task-driven basis at the pleasure of Council; and
 - d) allocates any necessary budget or other resources.
- 17.3 Council may appoint Members to Committees, by resolution, in accordance with the approved Terms of Reference.



- 17.4 The business of Committees shall be in accordance with the Act, and within the rules governing the Committee in its Bylaw and Terms of Reference, and pursuant to this Bylaw.
- 17.5 Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee are entitled to take part in discussion and debate and vote on any matter before the Committee.
- 17.6 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities. A Committee shall report to Council, as required.

18.0 PUBLIC HEARINGS

18.1 General

- a) "Adjourn" in relation to a Public Hearing, means to take a break in the Public Hearing, with the intent of returning to the Public Hearing at another meeting.
- b) "Close" in relation to a Public Hearing, means to terminate the Public Hearing.
- c) Statutory Public Hearings must be advertised and conducted in accordance with the Act and with the procedures set by this Bylaw.

18.2 Procedures

- a) The Presiding Officer calls the hearing to order and then will then explain the procedure to be followed during the hearing.
- b) All questions and comments shall be directed through the Presiding Officer.
- c) The Presiding Officer will state the matter to be considered and will verify that the Public Hearing was advertised in accordance with the *Municipal Government Act*.
- d) Administration will then be asked to introduce the application, describing the area, its recent history, any technical matters or concerns and providing the recommendation of the relevant development authority. Council may then ask questions pertaining to the presentation.
- e) The Applicant, or their designated representatives, will have a maximum of 20 minutes to make their presentation. Council may vote to extend the presentation time. Following the presentation, Council may ask questions of the Applicant.
- f) The Presiding Officer will then receive any late written submissions (10 copies are required). The written submissions will be read into the record if there is no accompanying verbal presentation.
- g) Any person, group of persons or person representing them, who claims to be affected by the Bylaw will be heard. The Presiding Officer will call them forward, in the following order:

- i. those who have signed in or registered to speak to the Bylaw. All speakers are encouraged to summarize their concerns in a concise manner rather than reading an entire written submission already submitted by the speaker;
 - ii. anyone present who wishes to speak to the Bylaw; and
 - iii. all persons who want to respond to any *new information* that has arisen.
- h) Speakers must:
 - i. state their name for the record, and if applicable, the name of the person(s) they are representing;
 - ii. remember to direct all remarks to the Presiding Officer;
 - iii. make presentations only, not ask questions; and
 - iv. complete their presentations within the allotted five (5) minutes, unless representing a group, then ten (10) minutes is permitted.

Councillors may ask questions at the end of each presentation.

- i) The Presiding Officer will verify that there are no more written or verbal presentations. Any further late written submissions will be read into the record.
- j) The Presiding Officer will ask the Applicant if they have closing remarks. They may answer only questions or concerns brought forward at the hearing. No new information is permitted. Councillors can then ask final questions of the Applicant.
- k) The Presiding Officer will ask Administration if they have closing remarks, answering only questions or concerns brought forward at the hearing. Councillors can then ask questions of Administration.
- l) The Presiding Officer will ask Members of Council if they are satisfied that they have obtained sufficient information, and then will determine if the hearing should be closed or adjourned.
- m) If there is more than one (1) Public Hearing on the Agenda, the Presiding Officer shall adjourn or close one Public Hearing before opening another Public Hearing.
- n) Once a Public Hearing is closed, Council shall not receive any further submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

19.0 GENERAL PROVISIONS AND COMING INTO FORCE

- 19.1 If any term, clause or condition of this Bylaw or the application thereof is found to be invalid or unenforceable, the remainder of this Bylaw or application of such term, clause or condition shall not be affected and shall remain in force and effect.




- 19.2 Nothing in this Bylaw relieves any person from compliance with any other Bylaw or any applicable federal or provincial law, regulation or enactment.
- 19.3 This Bylaw repeals Turner Valley Bylaw No. 21-1118 in its entirety and all amendments thereto and Black Diamond Bylaw 2020-16 in its entirety and all amendments thereto.
- 19.4 This Bylaw shall come into force and effect on the date of third and final reading.

READ A FIRST TIME on the 15th day of March, 2023

READ A SECOND TIME on the 15th day of March, 2023

READ A THIRD AND FINAL TIME on the 15th day of March, 2023



Mayor



Chief Administrative Officer



TOWN OF
**DIAMOND
VALLEY**

MUNICIPAL DEVELOPMENT PLAN

Communication and Engagement Plan:
Forging a Path Together.



V3 COMPANIES OF CANADA LTD.

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1 INTRODUCTION

1.1 PROJECT + PURPOSE

The Town of Diamond Valley is developing its first ever Municipal Development Plan (MDP). The MDP will shape how the newly unified Town, formed by the amalgamation of Black Diamond and Turner Valley, grows over the next 20+ years. This unification offers a unique chance to create a comprehensive plan that respects the distinct qualities of each former municipality while fostering a vibrant, cohesive community. The MDP will guide growth, integrate services, optimize resources, and set a framework to build a resilient future for the combined town. To craft the new MDP, community and stakeholder input is needed to help shape the policies that will guide growth in the town.

The purpose of this document is to outline the Communication and Engagement Plan (CEP) for the Town of Diamond Valley Municipal Development Plan project. The CEP's objective is to establish a strategy that will educate the public about the role of an MDP, and listen to and obtain insight from administration, stakeholders, decision makers, and the public during the development of the MDP to embed the community into the process. It also provides an outline of public participation methods and approaches that adhere to the Town's Public Participation Policy and Procedure, Policy # COUNCIL-002.

1.2 GOALS + OBJECTIVES

The goal of this Community Engagement Plan (CEP) is threefold: first, to generate interest in the project and enable ongoing stakeholder engagement, allowing the MDP to be shaped by local input. Second, to establish a framework for clear communication among the multidisciplinary team, Town administration, key external stakeholders, and review bodies. Third, to provide accurate information that supports the direction of the MDP and shapes the project narrative, minimizing the risk of misinformation and loss of public trust, in compliance with Policy 7.2 of the Public Participation Policy. Ultimately, the CEP aims to foster unity by promoting effective communication and collaboration, reducing delays, and building trust within the community as the two towns come together.

PROJECT OBJECTIVE:

To develop a comprehensive **Municipal Development Plan** that will set the framework for growth and development of the community, considering access to essential services, a focus on supporting the local economy through strategic land use, infrastructure development, and navigating the unique environmental considerations faced by the Town. The MDP will be developed with the involvement of residents and stakeholders to reflect the community's needs and aspirations.

**COMMUNICATION AND ENGAGEMENT
PLAN OBJECTIVES:**

MEASURES OF SUCCESS:

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ To develop trust with the stakeholders by spending time educating and keeping them informed and responding quickly and transparently to inquiries. | <ul style="list-style-type: none"> ▪ Active participation by stakeholders in online or public engagement settings. ▪ Responding within three business days of all inquiries. Passing along inquiries to the proper personnel within one business day, if needed. |
| <ul style="list-style-type: none"> ▪ To provide ongoing education on why the Municipal Development Plan is being developed, its connection to the recent amalgamation/annexation, and the anticipated benefits it will bring to the community over the long term, creating excitement for the project completion. | <ul style="list-style-type: none"> ▪ Efforts by all project partners to educate stakeholders and the public. ▪ Participants feel they understand the project, and the role that their feedback plays, measured by an appreciation of the engagement and greater understanding of planning reflected in their responses. ▪ Positive feedback on the project. |
| <ul style="list-style-type: none"> ▪ To enable the public to meaningfully participate in the crafting of the vision, objectives, policies, and final Municipal Development Plan. | <ul style="list-style-type: none"> ▪ Levels of use between various forms of access to information and engagement tools. ▪ Feedback on the nature of the contents of information and being able to access that information. |
| <ul style="list-style-type: none"> ▪ To provide monitoring tools to measure the success of the CEP. | <ul style="list-style-type: none"> ▪ Referring back to this document for all communication and engagement components and updating as required. ▪ After each step of communication and engagement, the team will reflect on lessons learned for application in future actions. ▪ Tracking all external communications distributed and any comments, questions, feedback, or concerns received. ▪ Monitoring participation of tools used to inform and engage. |
| <ul style="list-style-type: none"> ▪ To take a collaborative approach to communication and engagement with Town Administration and Council. | <ul style="list-style-type: none"> ▪ Feedback on the methods and approaches being used by the consultant. |

1.3 STAKEHOLDERS AND EXTERNAL AGENCIES

Key audiences identified for the purpose of this CEP, include:

- Public;
- Council;
- Administration;
- Referral agencies; and
- Stakeholder groups (e.g., developers, builders, realtors, service organizations, recreation groups, healthcare organizations, housing and seniors' organizations, and other local services agencies).

1.4 RESPONSIBILITIES

The Town will be responsible for

- Costs related to:
 - Hall/location rentals,
 - Light refreshments (e.g., water, coffee, tea, cookies or similar items) for public consumption at engagement events, and
 - Social media/newspaper advertising.
- Printing project communications materials, as required;
- Forming/identifying suitable members for the project's Steering Committee;
- Costs associated with Steering Committee compensation;
- Coordinating Steering Committee meetings, including scheduling meetings and meeting locations;
- Establishing a project webpage and keeping it updated; and
- Disseminating/responding to social media posts and updates.

In compliance with 6.2 of the Public Participation Policy, the methods chosen for this project are intended to be inclusive, accessible, and conducted professionally and respectfully. Detailed responsibilities can be found in Section 1.5.

V3 Companies will be responsible for

- Designing, drafting, and digital production of all communication and engagement materials as outlined in Section 1.5; and
- Printing and disseminating materials given out at community pop-ups, stakeholder workshops, and Steering Committee workshops that V3 is planning and hosting. This includes presentation materials, display boards and printed takeaway materials (e.g., sign in sheet, feedback forms, hard copy surveys).

1.5 COMMUNICATIONS APPROACH AND ENGAGEMENT PHASING

The purpose of identifying different approaches and associated timelines for this CEP is based on the notion that each approach will have different key messages circulated to stakeholders and project partners, and the level of engagement may vary as the project progresses. The engagement and communication materials budget will be closely monitored as changes beyond what is outlined may result in the need for a scope change.

PROPOSED APPROACH AND TIMELINE:

NOVEMBER 2024

- Project Branding & Educational Campaign
- Steering Committee Working Session #1

DECEMBER 2024

- Round 1 Engagement – Public Survey & Pop-Up Events
- Business Owner, Builder & Developer Workshop #1

JANUARY 2025

- What We Heard Report #1

FEBRUARY 2025

- Steering Committee Working Session #2

-----DRAFT MDP-----

JUNE 2025

- Steering Committee Working Session #3
- Round 2 Engagement – Public Survey & Pop-Up Events
- Business Owner, Builder & Developer Workshop #2
- Call-A-Planner Session

JULY 2025

- What We Heard Report #2

DETAILED WORK PLAN:

PROJECT BRANDING AND EDUCATIONAL CAMPAIGN	
Details:	<p>Upon validation of the communication and engagement strategy with the Town, V3 will work on the educational campaign for the project.</p> <p>The purpose of the campaign is to communicate with the public early on about the project to help inform and build trust by creating transparency throughout the entire process. Early communications will outline the project schedule and educate and inform people about the role of the MDP and the importance of their input to encourage future participation in engagement events.</p> <p>The materials to support the campaign will include:</p> <ul style="list-style-type: none"> • Website content and project description for the Town's webpage; • One (1) social media post for Town social media pages; • One (1) ad for the local newspapers; and • One (1) 11x17 poster for posting in strategic locations in Town, such as the Town office. <p>Content for the above is targeted to the community at large. This information series will:</p>

	<ul style="list-style-type: none"> • Discuss what the Municipal Development Plan project is about, what a Municipal Development Plan is, what is being done, and how to participate; • Share any known Town-identified issues to give residents perspectives on the challenges that the two current MDPs have and how the new shared MDP will explore solutions; and • Explain how input will be gathered and addressed through the process.
Audience:	All
Proposed Dates:	November 4, 2024 (Launch)
Proposed Location:	The campaign will utilize several communication avenues for maximum coverage, including information on the Town's webpage, social media pages, local newspaper, and the Town office.
Responsibilities:	<p>V3 to design, draft, and write all listed items.</p> <p>Town to post updates on their webpage and social media accounts; print and disseminate, including delivery of posters to locations as desired; printing of all materials as desired.</p>
STEERING COMMITTEE WORKING SESSION #1	
Details:	This three-hour working session with the Steering Committee is intended to provide an overview of how planning documents work, the challenges that come with implementation and the complexity associated with the tools. This discussion will also help to understand what the Steering Committee is thinking, their experience, and where they see the Town is going. We will also use the working session to confirm and update the findings of the researched SWOT.
Audience:	Steering Committee
Proposed Dates:	Week of November 17, 2024
Proposed Location:	Council Chambers (514 Windsor Ave)
Responsibilities:	<p>V3 to prepare presentation and workshop materials and attend in-person. V3 will be available for room set up and take down.</p> <p>Town to organize and book meeting room at their office and provide refreshments if deemed necessary.</p>

ROUND 1 ENGAGEMENT - PUBLIC SURVEY & POP-UP EVENTS	
Details:	<p>Round 1 Engagement Activities This round of engagement will include:</p> <ul style="list-style-type: none"> • Pop-Ups: Two pop-ups will be held across Town and held for two hours each. We will meet people where they are, such as recreation centres, coffee shops, restaurants, etc. To maximize engagement potential, we propose to visit the community for a weekend day and evening. Administration attendance at pop-up events is highly recommended. • A survey will be developed to share information and solicit feedback on key topics relevant to the MDP. <p>Advertising Round 1 Activities Residents will be informed of engagement activities through:</p> <ul style="list-style-type: none"> • One (1) informational update for the Town's webpage; • One (1) email invitation for stakeholder communications; • One (1) social media post for Town social media pages; • One (1) ad for the local newspapers; • Town office Billboard (s)/Electronic Signboard <p>Additionally, notification could take place on the Town Event Calendar and included in the Town News and Notices (website email bulletin).</p> <p>Engagement Materials Residents will have an opportunity to share insights through:</p> <ul style="list-style-type: none"> • Public Survey (aim for 8-10 questions) posted on the Town's website. Printed copies of the survey for those who wish to fill it out at home and mail to the Town (note: the Town will be responsible for compiling, scanning and forwarding hard copy surveys to V3 in a timely manner to support reporting timelines); • Up to ten (10) engagement boards for displaying at pop-up events; • Workshop materials (agenda, presentation); • Youth worksheets that ask kids to draw and/or colour in their ideas for their community; and • Feedback forms.
Audience:	Public, Stakeholders, and Town Council
Proposed Dates:	Survey to be live from December 1 – December 15, 2024 (Anticipated date) Pop-up events week/weekend first week of December 2024 (Anticipated date)
Proposed Location:	Online survey (Town website) and mail out to anyone who requests it. Printed copies of the survey available at the Town office and other locations as desired (libraries or community spaces throughout the Town). Locations of pop-up events TBD (one in each former municipality).
Responsibilities:	<p>V3 to design, draft, and write all listed items. V3 to create a QR code for the survey. V3 to design, draft and print project boards and organize and attend pop-up events. V3 will be available for set up and take down.</p> <p>Town to post the digital survey and updates on their webpage and social media accounts and arrange and pay for newspaper ads. Town to print and provide survey by mail if requested to those residents who request a hard copy.</p>

BUSINESS OWNER, BUILDER & DEVELOPER WORKSHOP #1	
Details:	To supplement our public survey and pop-up events, we will hold one (1) stakeholder workshop with local business owners, developers, and builders to hear their unique perspectives about the town and their vision for the MDP.
Audience:	Stakeholder groups as specified
Proposed Dates:	Week of December 1 st , 2024
Proposed Location:	TBD - In-Person
Responsibilities:	V3 to prepare invitation text for stakeholder invitations. V3 to prepare presentation and workshop materials and attend in-person. Town to provide stakeholder attendee list and send out invitations.
STEERING COMMITTEE WORKING SESSION #2	
Details:	The second working session with the Steering Committee will: <ul style="list-style-type: none"> • Share findings from the first round of engagement; • Workshop the community's vision and goals for the MDP; and • Share preliminary draft policies and recommendations for MDP, prioritizing the recommended policy approach to addressing "hot topics" including known topics such as environmental stewardship, housing affordability, water availability, brownfields and fiscal health, and any others that may emerge earlier in the process.
Audience:	Steering Committee
Proposed Dates:	Mid February, 2025
Proposed Location:	Council Chambers (514 Windsor Ave NW)
Responsibilities:	V3 to prepare presentation and workshop materials and attend in-person. V3 will be available for room set up and take down. Town to organize and book meeting room at their office and provide refreshments if deemed necessary.

DRAFT MDP	
STEERING COMMITTEE WORKING SESSION #3	
Details:	The third working group session with the Steering Committee will present the draft MDP. The purpose of this working session is to capture any additional comments from the Steering Committee and validate the MDP in advance of Round 2 Engagement activities.
Audience:	Steering Committee
Proposed Dates:	Mid June, 2025
Proposed Location:	Council Chambers (514 Windsor Ave NW)
Responsibilities:	<p>V3 to prepare presentation and workshop materials and attend in-person. V3 will be available for room set up and take down.</p> <p>Town to organize and book meeting room at their office and provide refreshments if deemed necessary.</p>
ROUND 2 ENGAGEMENT - PUBLIC SURVEY & POP-UP EVENTS	
Details:	<p>Round 2 Engagement Activities</p> <p>The second round of engagement will act as a pulse check on how the public felt we addressed challenges and opportunities identified in Round 1 through the draft MDP and inform the policies in the final MDP.</p> <p>This round of engagement will include:</p> <ul style="list-style-type: none"> • Pop-Ups: Two pop-ups will be held across Town and held for two hours each. To maximize engagement potential, we propose to visit the community for a weekend day and evening. Council and administration attendance at pop-up events in Round 2 is highly recommended; and • A survey will be developed to share information and solicit feedback on key topics relevant to the MDP. <p>Advertising Round 2 Activities</p> <p>Residents will be informed of engagement activities through:</p> <ul style="list-style-type: none"> • One (1) informational update for the Town's webpage; • One (1) email invitation for stakeholder communications; • One (1) social media post for Town social media pages; • One (1) ad for the local newspapers; and • Town office Billboard (s)/Electronic Signboard. <p>Additionally, notification could take place on the Town Event Calendar and included in the Town News and Notices (website email bulletin).</p> <p>Engagement Materials</p> <p>Residents will have an opportunity to share insights through:</p> <ul style="list-style-type: none"> • Public Survey (aim for 8-10 questions) posted on the Town's website. Printed copies of the survey for those who wish to fill it out at home and mail into the Town (note: the Town will be responsible for compiling, scanning, and forwarding hard copy surveys to V3 in a timely manner to support reporting timelines); • Up to ten (10) engagement boards for displaying at pop-up events; • Question & Answer/Frequently Asked Questions document; • Workshop materials (agenda, presentation);

	<ul style="list-style-type: none"> Youth worksheets that ask kids to draw and/or colour in their ideas for their community; and Feedback forms.
Audience:	Public, Stakeholders, and Town Council
Proposed Dates:	Survey is live from June 8 - 18, 2025 Pop-up events week/weekend of June 15, 2025 (Anticipated date)
Proposed Location:	Online survey and mail out to anyone who requests it; Printed copies of the survey available at the Town office and other locations as desired (libraries or community spaces throughout the Town). Locations of pop-up events TBD (one in each former municipality).
BUSINESS OWNER, BUILDER & DEVELOPER WORKSHOP #2	
Details:	The second stakeholder workshop with local businesses, developers, and builders will allow us to validate the MDP policies with these important stakeholders, prior to finalizing the final MDP.
Audience:	Week of June 15, 2025 (Anticipated date)
Proposed Dates:	Stakeholder groups as specified
Proposed Location:	TBD - In-Person
Responsibilities:	V3 to prepare invitation text for stakeholder invitations. V3 to prepare a presentation and workshop materials and attend in person. V3 will be available for room set up and take down. Town to provide stakeholder attendee list and send out invitations.
"CALL-A-PLANNER" SESSION	
Details:	The Call-A-Planner session supplements in-person engagement activities and allows for any member of the public to casually drop-in on a virtual one-on-one conversation with the project team. The public will be informed about this session through: <ul style="list-style-type: none"> One (1) informational update for the Town's webpage; and One (1) social media post for Town social media pages.
Audience:	Public and stakeholders
Proposed Dates:	Week of June 15, 2025 (Anticipated date)
Proposed Location:	Virtual
Responsibilities:	V3 to prepare informational materials about the MDP and attend online. Town to send out invitation to mailing list and to print and distribute posters where they deem necessary.
WHAT WE HEARD REPORT	
Details:	A narrative of engagement activities and outcomes of feedback from all stakeholder groups will be tracked and compiled into a succinct "What We Heard Report" for each of the two rounds of engagement. The round 1 report will act as an interim report that will be combined with the final report at the conclusion of round 2 engagement.

	Responses to surveys and comment cards will be recorded and disseminated to be included in the What We Heard Report (in compliance with Policy 6.2.d. of the Public Participation Policy) which will analyze comments, provide a response to each, and show how feedback was taken into consideration for the drafting of the MDP.
Audience:	All
Proposed Dates:	Report #1 – January 20, 2025 (based on the timing of engagement events, this could change) Report #2 – July 6, 2025 (based on the timing of engagement events, this could change)
Responsibilities:	V3 to draft and finalize the document.

**Note pending project progress, timelines in the CEP may shift. As such, the CEP may be updated as needed throughout the project.*

1.6 LEVEL OF ENGAGEMENT FOR STAKEHOLDERS AND EXTERNAL AGENCIES

Using IAP2's spectrum of participation, the internationally recognized industry standard for public participation, the identified stakeholders and their level of influence fall within four categories: inform, consult, involve, and collaborate. The following table summarizes each category's goal, the commitment our team has to the external stakeholders, and a high-level overview of the intended outcomes.

	INFORM	CONSULT	INVOLVE	COLLABORATE
Goal of Engagement	To provide the public with balanced and objective information to assist them in understanding what a Municipal Development Plan is, current challenges, and alternatives, opportunities and/or solutions.	To obtain feedback on draft Municipal Development Plan.	To work directly with the stakeholder throughout the process to enable their concerns and aspirations to be consistently understood and considered.	To partner with the stakeholder in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
Project Team Commitment to Stakeholders	We will keep you informed.	We will engage, listen and acknowledge concerns and aspirations, and provide feedback on how your input influenced the decision. We will seek your feedback on drafts.	We will work with you to make sure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the process.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decision to the maximum extent possible.
Engagement Tools/ Methods	<ul style="list-style-type: none"> Public participants, & stakeholders Project point of contact (Town) Progress updates Website landing page and updates Social media updates Local newspaper Educational campaign 	<ul style="list-style-type: none"> Engagement with public participants: (pop-up events, website updates, survey). Direct outreach via email to stakeholder groups (developer, builder, realtor, service organizations, rec groups, healthcare, housing, local services) with link to survey & email invitation to pop ups. Email contact. What We Heard reports. 	<ul style="list-style-type: none"> Stakeholder engagement sessions (targeted to developer/builder/local business). 	<ul style="list-style-type: none"> Steering Committee working sessions. Collaboration with the Town.

1.7 ENGAGEMENT TOOLS AND METHODS

The following is a list of engagement tools and methods needed to be implemented to complete this communication and engagement plan. Throughout the engagement process, review cycles will be undertaken to warrant careful quality assurance and quality control to the Town's satisfaction. The lead time is the time needed leading up to the completion of the deliverable.

ENGAGEMENT TOOLS/METHODS	PURPOSE/ DESCRIPTION/ MATERIAL	RESPONSIBILITY, REVIEW CYCLE, LEAD TIME
Project point of contact	<p>To provide a consistent and responsive point of contact through the project.</p> <p>Deliverable: to include contact information wherever possible. Email related to the project will be directed to planning@diamondvalley.town.</p>	<p>Responsibility: Town</p> <p>Review Cycle: n/a</p> <p>Response Time: 2 business days</p>
Steering Committee Working Sessions	<p>Three (3) working sessions with the Steering Committee across the duration of the project.</p> <p>Deliverable: To plan, organize, and attend three (3) working sessions.</p>	<p>Responsibility: V3 to create and lead</p> <p>Review Cycle: n/a</p> <p>Lead Time: Materials circulated a minimum of 5 days in advance.</p>
Website landing page and updates	<p>Landing page on the Town's website with unique URL.</p> <ul style="list-style-type: none"> ▪ Holds the most recent project information and acts as an archive for the project's communication and engagement initiatives; ▪ Is actively updated throughout the project; and ▪ If possible, contains a "subscribe" option, [or a project email to click on to ask to be added to the mailing list] whereby subscribing users can opt-in to receiving updates via email. <p>Deliverable: To update the landing page throughout the project. The landing page should be a time capsule of all information distributed publicly throughout the project.</p>	<p>Responsibility: Joint responsibility with V3 and Town</p> <p>Review Cycle: V3 – 2 days Town – 3 days</p> <p>Lead Time: minimum 10 days</p>

ENGAGEMENT TOOLS/METHODS	PURPOSE/ DESCRIPTION/ MATERIAL	RESPONSIBILITY, REVIEW CYCLE, LEAD TIME
Social Media Updates	<p>Updates via the Town's social media platforms for:</p> <ul style="list-style-type: none"> Initial project launch; Invitations to public engagement opportunities; Public survey; Draft Municipal Development Plan; and Public hearing. <p>Deliverable: Ongoing social media updates, frequency TBD.</p>	<p>Responsibility: Joint responsibility with V3 and Town</p> <p>Review Cycle: V3 – 2 days Town – 2 days</p> <p>Lead Time: Notification of upcoming posting by the Town will be given by V3 a minimum of 5 days in advance. Materials sent to the Town's communication coordinator a minimum 1 day in advance (Monday-Thursday).</p>
Local Newspaper - Notices	<p>Information notices in the newspaper for:</p> <ul style="list-style-type: none"> Advertisement of project in Western Wheel; Invitation to engagement opportunities; <p>Deliverable: Advertisement graphic for local newspaper.</p>	<p>Responsibility: Joint responsibility with V3 and Town</p> <p>Review Cycle: V3 – 2 days Town – 3 days</p> <p>Lead Time: Advertisements sent to Western Wheel on Fridays for publication the following Wednesday.</p>
What We Heard Report	<p>Creating What We Heard Reports to consolidate all engagement with the Town, the public, and stakeholders for transparency and building trust for each round of engagement.</p> <p>Deliverable: Two (2) What We Heard Reports</p>	<p>Responsibility: V3 Companies</p> <p>Review Cycle: V3 – 5 days Town – 7 days</p> <p>Lead Time: minimum 25 days</p>
Public Hearing	<p>Developing the Public Hearing Presentation, attending the Public Hearing in person.</p>	<p>Responsibility: V3 Companies</p> <p>Review Cycle: V3 – 5 days Town – 7 days</p> <p>Lead Time: Circulation of materials to Council a minimum of two weeks in advance of Public Hearing date.</p>
Project close out meeting	<p>At no cost to the Town, we wrap up the project with a close-out meeting to hear feedback of the project process.</p> <p>Deliverable: Plan, organize, and attend one meeting with Admin to close the project.</p>	<p>Responsibility: V3 to lead</p> <p>Review Cycle: n/a</p> <p>Lead Time: minimum 1 day</p>



Staff Report to MDP Steering Committee

Subject / Topic

4.8. – 4.11. Communications

Submitted

Department:

Planning

Staff Contributor:

Kari Florizone

Report Date:

May 17, 2024

4.8 Communications and Engagement Plan (CEP)

The Communications and Engagement Plan will be presented to Council in early October for adoption in accordance with Council's Public Participation Policy. Adoption of the CEP is a necessary step in the preparation of the Committee's working session preparation.

A copy of the CEP will be distributed after Council adoption.

4.9 Internal Communications

Effective internal communication is essential for the success of the Municipal Development Plan Steering Committee. It promotes transparency and collaboration and ensures that decisions are made efficiently. This section outlines internal communications options and best practices tailored to support the Committee's work and discussion.

Best Practices for Committee Communication

1. Clear protocols and guidelines
 - a. Establish clear protocols for communication, specifying which methods to use for different purposes (if applicable) and appropriate response timelines.
 - b. Ensure all members are familiar with protocols.
2. Record keeping
 - a. Summarize key actions, decisions, and upcoming agenda items in minutes provided shortly after each meeting.
 - b. All official communications should be transparent and shared with the entire Committee, unless confidentiality is required (FOIP). Administration will assist with Agendas and minutes, keeping a clear record of decisions.

Communication Options

1. Email
2. Shared platforms (i.e. Google Drives, teams, etc.)
3. Video conferencing
4. Messaging platforms or texting

Request for action:

1. Provide communication preferences.
2. Provide tools and methods that will be used for internal communication.
3. Develop a simple communications protocol for the Committee.

4.10 External Communications

At the upcoming organizational meeting, the Steering Committee should establish a clear framework for external communications. This will ensure that communication with the public, stakeholders, and the media is consistent with the public, stakeholders, and the media, is consistent, accurate, and aligned with the goals of the Municipal Development Plan. This section highlights some key decisions the Committee should consider making, along with best practices to guide decisions.

Spokesperson

The Committee should decide who is authorized to speak on behalf of the Committee to the public, media, and other stakeholders in an official capacity. This ensures that messaging is unified and consistent.

Options:

1. Appoint the Chair as the sole spokesperson.
2. Assign the Vice Chair or another member as a secondary spokesperson.
3. Designate different members to handle specific topics or issues.
4. Assign the consultant to be the spokesperson.

Communication Channels

Determine the official channels for external communication to ensure accurate information is shared with the public and prevent the spread of misinformation.

Considerations:

1. Should all external communication be funneled through municipal staff?
2. Use the consultant's engagement plan (website, social media, newspaper advertisements, etc.)
3. Publicizing reports.

Media Engagement

Establish guidelines for engaging with the media. This could include how the Committee will respond to media inquiries and how to issue press releases or public statements.

Considerations:

1. Whether media responses require prior review by the Committee or approval by municipal staff.
2. Protocols for handling controversial topics or public scrutiny.

Additional Considerations

1. The Committee must ensure that all external communication is consistent with the MDP's goals and timeline. This requires clear internal coordination before any information is shared publicly.
2. The consultant has developed a Communication and Engagement Plan, including information on when and what project information will be disseminated to the public and media.



3. All members are expected to be familiar with the Communication and Engagement Plan, and MDP project plan and be able to convey the same message regarding the project or refer the questions to the Chair, the consultant, or Administration.
4. All Committee meetings are held in public with publicly accessible agenda packages and minutes. However, Closed sessions will be held if the *Freedom in Information and Protection of Privacy Act* (FOIP) applies.

Request for action:

1. Review of the Communication and Engagement Plan.
2. Define protocols for public communications, including specifying who, if anyone, is authorized to speak on behalf of the Committee to the media, public, or Council.
3. Develop a simple communications protocol for the Committee, including guidelines for responding to public inquiries and maintaining transparency while following Town Bylaws and the Committee's mandate.

4.11 Additional Engagement

Discussion topics and considerations:

1. Responsibilities under the Council Committees Bylaw.
2. Expectations of the public.
3. Expectations of other Committee members.
4. Legal considerations.

Staff Report to MDP Steering Committee

Subject / Topic

4.13. Tentative Schedule for Working Sessions

Submitted

Department:

Planning

Staff Contributor:

Kari Florizone

Report Date:

October 18, 2024

Timeline and Preferences

The project has been broken into multiple steps, with contributions from the Steering Committee at intervals throughout.

The Communication and Engagement Plan was adopted by Council resolution, which gives greater surety to the MDP Steering Committee moving into the following year.

The proposed meeting schedule is as follows for the Committee's consideration:

Meeting	Topic(s)	Preferred Date	Alternate Date
1	Organizational Meeting	Wednesday, Oct. 23	N/A
2	Working Session 1: SWOT review	Wednesday, Nov. 27	Monday, Nov. 18
3	Working Session 2: Engagement results from round 1, vision and goals, hot topics	Wednesday, Feb. 12 (Day)	Tuesday, Feb. 11
4	Working Session 3: Draft MDP review	Tuesday, June 17	Wednesday, June 18 (Day) Monday, June 16