

**BYLAW 18-002
OF
LAC LA BICHE COUNTY**

A BYLAW OF LAC LA BICHE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL TO ENCOURAGE THE HIGHEST STANDARDS OF ETHICAL BEHAVIOUR TO UPHOLD PUBLIC TRUST, INTEGRITY OF EFFECTIVE GOVERNANCE, AND ESTABLISH ACCOUNTABILITY MECHANISMS.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of Councillors;

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

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Lac La Biche County;

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 Lac La Biche County in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(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 Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

(c) "CAO" means the chief administrative officer of the Municipality, or their delegate;

(d) "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;

(e) "Complainant" means any Member of Council submitting a complaint;

(f) "Investigator" means Council or the committee, 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;

(h) "Municipality" means the municipal corporation of the Lac La Biche County.

3. 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 Municipality and a procedure for the investigation of Complaints and enforcement of those standards.

3.2. Each Member agrees to sign the Council Members Code of Conduct Acknowledgement annually as provided in Schedule "A".

4. 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. 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. 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 are in so doing, allow the public to view the process used to reach decisions.
- 6.3. Members shall accurately communicate the decision of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. 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 procedures 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. 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 or Municipality's 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, color, 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. 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 an "in-camera" meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council;
- (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. 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. 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 on matters where the requirements of procedural fairness imposes such an obligation, 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. 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 position of employment with the Municipality while they hold their elected position and for one year after leaving office.

12. 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. 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. Every Member must attend all orientation and other training organized at the direction of Council

for the benefit of Members throughout the Council term.

14. Remuneration and Expenses

- 14.1 Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- 14.2 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1 Members shall not accept or give 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.
- 15.2 Members of Council are not precluded from accepting:
 - (a) Rewards, gifts or benefits not connected with the performance or duties of office;
 - (b) Political contributions that are accepted in accordance with applicable law;
 - (c) Reasonable quantities of food and beverages at banquets, receptions, ceremonies or similar events;
 - (d) Services provided without compensation by persons volunteering their time;
 - (e) Food, lodging, transportation, and entertainment provided by other levels of governments or by other local government, boards or commissions;
 - (f) A reimbursement of expenses incurred in the performance of duties or office;
 - (g) Token gifts such as souvenirs, mementos, and commemorative gifts that are given in recognition of service or for attending an event;
 - (h) Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

16. Election Campaigns

- 16.1 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.

17. Informal Complaint Process

- 17.1 Any Member who has been advised by a person or has identified or witnessed conduct by a Member (the "Other Member") that the Member reasonably believes in good faith is a contravention of this Bylaw, may address the prohibited conduct by either one or both of the following, and as outlined in "Schedule B":
- (a) advising the Other Member that the conduct violates this Bylaw and encouraging the Other Member to stop;
 - (b) requesting the Mayor to assist in informal discussion of the alleged contravention with the Other Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in an alleged contravention of this Bylaw, the Member may request the assistance of the Deputy Mayor.
- 17.2 Members are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, a Member is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

- 18.1 Any Member who has been advised by a person or has identified or witnessed conduct by a Member (the "Other Member") that the Member reasonably believes in good faith is a contravention of this Bylaw, may address the prohibited conduct by submitting a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing, using the Complaint Form attached as "Schedule C", and shall be dated and signed by a Member;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Other Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the complaint;
 - (d) If the facts, as reported, include the name of one or more Other Members who are alleged to be responsible for the breach of this Bylaw, the Other Member or Other 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. The Complainant and the Other Member or Members shall be advised in writing of any such decision by the Investigator;
 - (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, seeking the

services of a third party, or both. All proceedings of the Investigator regarding the investigation shall be confidential;

(g) Upon completing an investigation of a complaint, the Investigator shall provide a report to Council, the Complainant and the Other Member, which may include recommendations as to sanctions, if any, to be imposed by Council after consideration of the Investigator's report;

(h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to provide input to the Investigator and to respond to the Investigator's report before Council deliberates and makes any decision or any sanction is imposed;

(i) The Investigator shall take reasonable steps to conclude any investigation within 60 days of the date upon which a complaint is submitted to the Investigator.

18.2 The Investigator shall, unless Council specifically directs otherwise for a particular complaint, be a Council committee made up of all Members and such committee is hereby formed. The Member or Members about whom a complaint is made shall not participate as members of the committee while the committee investigates and performs the duties of Investigator under this Bylaw regarding that particular complaint.

18.3 The committee of Council formed by this bylaw has the duty and function of the Investigator under this bylaw unless Council has made a specific direction otherwise regarding a particular complaint as provided for in s. 18.2 of this Bylaw. In the event Council makes such a direction the Investigator identified by the Council direction shall have and perform the duties of Investigator under this Bylaw regarding that particular complaint.

19. Compliance and Enforcement

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

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

19.3 No Member shall:

(a) undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to the Investigator, Council or to any other person;

(b) obstruct the Investigator or Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4 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 Deputy Mayor or acting Mayor under section 152 of the Act;
- (e) suspension or removal of the Mayor's presiding duties under section 154 of the Act;
- (f) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint Members.
- (g) 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;
- (h) 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.

20. Review

- 20.1. 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.

21. Effective Date

- 21.1. This Bylaw will come into force and effect upon the date of final readings and signing thereof.

MOTION BY COUNCILLOR TKACHUK THAT BYLAW 18-002 BE GIVEN FIRST READING THIS THIS 10TH DAY OF APRIL, 2018.

MOTION BY COUNCILLOR STEDMAN THAT BYLAW 18-002 BE GIVEN SECOND READING THIS 10TH DAY OF APRIL, 2018.

"Original Signed"
Mayor

"Original Signed"
Chief Administrative Officer

MOTION BY DEPUTY MAYOR BORGUN THAT BYLAW 18-002 BE GIVEN THIRD READING THIS 1ST DAY OF MAY, 2018.

"Original Signed"
Mayor

"Original Signed"
Chief Administrative Officer

SCHEDULE "A"

Council Members' Code of Conduct

Statement of Acknowledgement

I, _____, acknowledge that I understand and support the standards of conduct outlined in the Lac La Biche County Council Code of Conduct Bylaw.

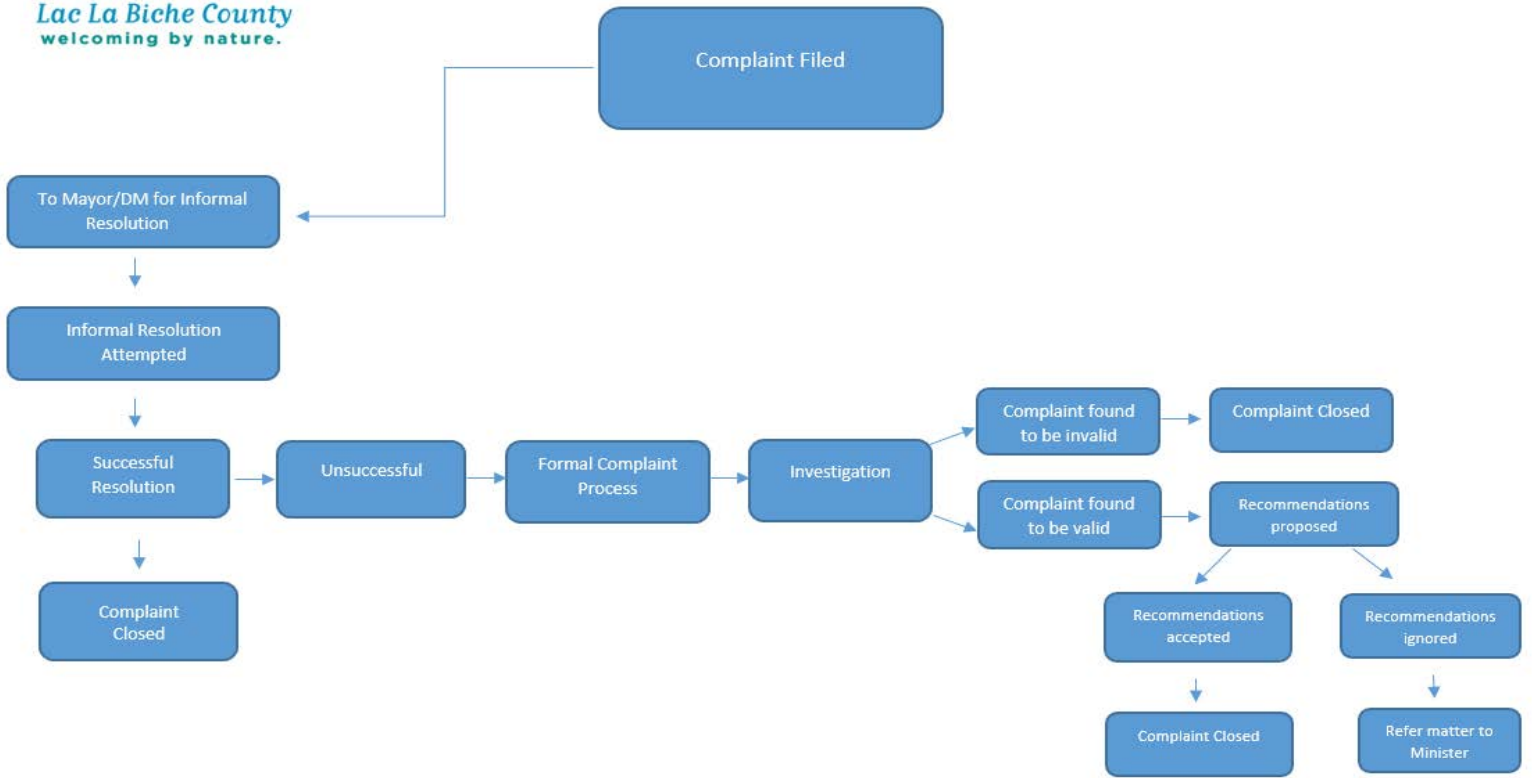
Signed this _____ day of _____, 20_____.

Signature of Council Member

Signature of Chief Administrative Officer

SCHEDULE "B"

Complaint Process Flowchart





SCHEDULE "C"

Complaint Form

To file a formal complaint, this form must first be completed in its entirety and is to be submitted a Member of Council.

Individuals making a complaint should be aware that submitting a complaint may result in the affected parties to be contacted to get further information.

Complainant's Name: _____

Contact Number: _____

E-mail: _____

Address: _____

Complaint Details

Summarize the nature of your complaint including which section of the Council Code of Conduct Bylaw was allegedly breached:

Have you attempted to resolve your complaint informally? List any steps you have taken to try and resolve your complaint, in addition to identifying relevant dates and who you have dealt with:

Describe the result or outcome that you seek:

Other- Please use this section if you have any additional information that you wish to share, or if you wish to attach any documentation.

Complainant's signature

Date

Personal information is collected for the purpose of assessing complaints. Information collected will be used for investigative and non-investigative purposes. Collection is authorized under section 33 (c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed and protected in accordance with the Act. Questions about the collection and use of information can be directed to the FOIP Coordinator of Lac La Biche County.