

BYLAW 2583/G/18

BEING A BYLAW OF THE TOWN OF STONY PLAIN IN THE PROVINCE OF ALBERTA TO PROVIDE FOR CERTAIN BASIC RULES FOR ELECTED OFFICIALS AND COUNCIL-APPOINTED BOARD MEMBERS WITHIN THE TOWN OF STONY PLAIN SO THAT THEY MAY CARRY OUT THEIR ENTRUSTED DUTIES WITH IMPARTIALITY AND DIGNITY, RECOGNIZING THAT THE FUNCTION OF COUNCIL AND COUNCIL-APPOINTED BOARD MEMBERS IS AT ALL TIMES, SERVICE TO THE COMMUNITY AND PUBLIC

WHEREAS under the authority and subject to the provisions of the *Municipal Government Act*, Revised Statutes of Alberta, Chapter M-26 and amendments thereto, Town Council may pass bylaws respecting the conduct of Council, Council Committees and other bodies established by the Council, the conduct of Councillor's and the conduct of members of Council Committees and other bodies established by the Council;

AND WHEREAS the proper operation of democratic local government requires that elected officials and Council board members be independent, impartial and duly responsible to the people and it is imperative that:

1. local government decisions and policy be made through the proper channels of local government organizational structure;
2. public office not be used for personal gain; and
3. the public have confidence in the integrity of its local government and elected officials;

AND WHEREAS certain ethical principles should govern the conduct of Members of Council and Council-appointed Board Members in Stony Plain in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office;

NOW THEREFORE the Council of the Town of Stony Plain, duly assembled, enacts as follows that:

1.0.0 Title

1.1.0 This bylaw may be cited as "Code of Conduct".

2.0.0 Purpose

2.1.0 The intent of this Bylaw is to establish the standard of conduct and actions for Town of Stony Plain Elected Officials and Council-appointed members to Council's Boards as an effort to maintain public confidence in and respect for local government.

2.2.0 This Bylaw will apply to all forms of communication.

2.3.0 Town of Stony Plain Council recognizes the importance of ethical conduct as a critical success factor of an Elected Official or Council-appointed member to Council's Boards.

2.4.0 Each individual Town of Stony Plain Elected Official hereby commits to uphold the Code of Conduct Bylaw when carrying out their duties as Mayor, Deputy Mayor or Councillor including during their attendance at meetings, and acting as representative of the Town of Stony Plain.

2.5.0 Each individual Council-appointed member to Council's Boards is expected to uphold the Code of Conduct Bylaw when carrying out their duties as a member to Council's Boards.

3.0.0 Definitions

In this Bylaw:

3.1.0 "Act" means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto;

3.2.0 "Applicant" means the registered owner of land or their representative or agent certified as such applying for re-designation, subdivision or development approval of land situated within the Town of Stony Plain;

- 3.3.0 “Bias” means common law bias and includes situations where an Elected Official or Board Member has prejudged a matter to be decided to the extent of being no longer capable of persuasion. In situations where the Elected Official or Board Member is engaged in a "quasi-judicial" function or role, "bias" will also include situations where the Elected Official may be perceived as being incapable of deciding the matter fairly. Situations leading to a reasonable perception of bias include the following:
- 3.3.1 relationships with persons involved in the matter: Where the Elected Official or Board Member has a "sufficiently close" personal relationship with someone who has a direct interest in the outcome of the decision, that relationship may give rise to a "reasonable apprehension of bias";
 - 3.3.2 outside knowledge or involvement with the matter: The primary concerns in this scenario is that the Elected Official will be unable to avoid making use of information that he/she obtained outside the hearing thereby violating the rule that all parties “must” know the case to be met and be given full opportunity to respond to all relevant information that may form the basis of Council or a Board Member's decision; or
 - 3.3.3 inappropriate comments, activity or behaviour: If an Elected Official or Board Member makes any comments or engages in any activity or behaviour which is consistent with the Elected Official or Board Member being perceived by a "reasonable person" as not being impartial, this may result in a finding of bias.
- 3.4.0 “Board” means a Town Council controlled board, commission or committee;
- 3.5.0 “Board Member” means a person appointed to a Town Council controlled board, commission or committee by Council;
- 3.6.0 “Censure Motion” means a motion passed by Council prescribing consequences for non-compliance with the Code of Conduct Bylaw;
- 3.7.0 “Conflict of Interest” means a situation where an Elected Official's personal or private interests actually may or may be perceived as influencing the Elected Official on a matter of public interest before Town of Stony Plain Council including situations which may result in common law bias, which include direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence.
- A conflict of interest situation also includes using the Elected Official's position, confidential information or Town of Stony Plain employees, materials or facilities for personal or private gain or advancement or the expectation of personal or private gain or advancement. A Conflict of Interest may include advancing the specific interests of the Elected Official's family, friends, neighbors or business associates;
- 3.8.0 “Develop” means re-designation, development, subdivision or other type of development as defined in the Act and/or the Town of Stony Plain Land Use Bylaw that will involve Council as the decision maker;
- 3.9.0 “Developer” means a person or company that Develops or proposes to Develop land situated within the Town of Stony Plain;
- 3.10.0 “Elected Official” means a member of Council for the Town of Stony Plain;
- 3.11.0 “Investigation” means the process of examining and determining the evidence and facts related to a complaint made pursuant to this Bylaw alleging that an individual is in breach of the Code of Conduct;
- 3.12.0 “Pecuniary Interest” has the same meaning as stated in the Act as established in Part 5 Division 6 of the Act, in particular, but not limited to, the disclosure provisions as set out in section 172 of the Act;
- 3.13.0 “Special Interest Groups” means a person, group of people or an organization who attempt to influence Town policy or decision making in a way that benefits a particular set of interests, cause or issue.

4.0.0 General

For the purpose of providing ethical and effective leadership for the Town of Stony Plain and its residents, the Town of Stony Plain Council has adopted the following principles to ensure that all Elected Officials and Board Members act honestly, in good faith and in the best interests of the Town of Stony Plain as a whole.

4.1.0 Code of Conduct - Behaviour

Town of Stony Plain Elected Officials and Board Members agree and commit to the following principles of conduct:

- 4.1.1 To act honestly and in good faith at all times.
- 4.1.2 To engage in respectful, fulsome and healthy debate on matters in Council or Board meetings and then support the majority decision of Council or the Board.
- 4.1.3 To respect the personal opinions of other Elected Officials and Board Members.
- 4.1.4 Unless authorized by Council to represent Council's position on an issue, to ensure that any public statements are clearly stated to reflect the personal opinion of the Elected Official, not the opinion or position of Council.
- 4.1.5 Unless authorized by the Board to represent the Board's position on an issue, to ensure that any public statements are clearly stated to reflect the personal opinion of the Board Member, not the opinion or position of the Board.
- 4.1.6 To publicly express their personal opinions in such a manner that maintains respect for Council or the Board, other Elected Officials, Board Members, or Town Administration and any majority decisions made by Council or a Board.
- 4.1.7 To adhere to the duties of Councillors required as established in Part 5 Division 3 of the Act and to adhere to the Pecuniary Interest requirements.
- 4.1.8 To disclose any pecuniary interest a Councillor has in a matter before the Council, or any commission or committee that the Councillor is engaged in as required by section 172 of the Act.
- 4.1.9 To avoid situations which may result in a Conflict of Interest or Bias.
- 4.1.10 To avoid situations where it may be perceived that the Elected Official or Board Member is using their position on Council or a Board to gain a personal benefit including but not limited to seeking the award of service or supply contracts or influencing the hiring of Town of Stony Plain Administration.
- 4.1.11 To act with integrity, professionalism and respect when interacting with other Elected Officials or Board Members, Town of Stony Plain Administration, members of the public and other government officials.
- 4.1.12 To consider the welfare and interests of the Town of Stony Plain as a whole.
- 4.1.13 To actively participate in all meetings respectfully, responsibly and consistent with approved procedures.
- 4.1.14 To fulfil the duties and obligations of Elected Officials as established by the Act.
- 4.1.15 To keep in confidence all matters discussed in camera at a Council or Board meeting until that matter is discussed at a public meeting or otherwise required by law.
- 4.1.16 To demonstrate fairness, accountability and impartiality on all matters.
- 4.1.17 To not make improper use of their position as an Elected Official or Board Member to:
 - 4.1.17.1 gain or attempt to gain or advance, directly or indirectly, a personal or private interest for him/herself or another person;
 - 4.1.17.2 cause or attempt to cause detriment to the Town of Stony Plain, Council, any individual Elected Official, any Board, any individual Board Member, any member of Administration, any member of the public or third parties; or

- 4.1.17.3 seek personal benefit or gain from any information obtained through their position as an Elected Official or Board Member.

4.2.0 Code of Conduct - Actions

Town of Stony Plain Elected Officials and Board Members agree and commit to the following principles of conduct:

4.2.1 Respecting the Decision Making Process

- 4.2.1.1 The appropriate forum for healthy and fulsome debate and discussion of matters before Council or a Board is in a Council or Board meeting.
- 4.2.1.2 All Elected Officials and Board Members should be given a full opportunity to address issues before Council or a Board in a full, open and professional manner to encourage and promote healthy debate of issues.
- 4.2.1.3 Decision making authority lies with Council, and not with any individual member. Council decisions are made by majority vote by the Elected Officials. Board decisions are made by majority vote by the Board Members. The decision of Council or a Board must be accepted and respected by all Elected Officials and Board Members even if some individual Elected Officials or Board Members do not agree with the majority decision.
- 4.2.1.4 While an individual Elected Official or Board Member may publicly state that he/she did not vote with the majority of Council or a Board on an issue, this type of statement must be made in a manner that respects Council or the Board, Council's or the Board's decision and other Elected Officials, Board Members or Town Administration.

4.3.0 Use of Town Assets and Services

- 4.3.1 Use of Town electronic devices for personal use is allowed providing this use is in adherence with Town policies and bylaws.
- 4.3.2 Elected Officials and Board Members may not use any other Town staff and/or resources, property, equipment, services, information or supplies to pursue their private interest or the interest of someone they know.

4.4.0 Expenditures

- 4.4.1 When incurring expenditures, Elected Officials and Board Members shall act responsibly and respect that public money must be used for the public good.
- 4.4.2 Elected Officials and Board Members shall avoid waste, abuse and extravagance in the provision or use of public monies and resources.
- 4.4.3 Elected Officials and Board Members shall be transparent and accountable with respect to all expenditures.
- 4.4.4 Elected Officials and Board Members shall strictly adhere to all Town of Stony Plain bylaws, policies and guidelines addressing expenditures and reimbursement.

4.5.0 Interaction with Administration and the Public

- 4.5.1 Elected Officials and Board Members shall respect the professional opinion of Administration.
- 4.5.2 Elected Officials shall not abuse relationships or dealings with Town Administration by attempting to take advantage of their positions as Elected Officials or Board Members. Elected Officials and Board Members will, at all times, refrain from behaviour that may be perceived to be bullying of staff including behaviour exhibiting intimidation and coercion.
- 4.5.3 Requests for information shall be directed through the Town Manager or their designate.
- 4.5.4 Elected Officials and Board Members will treat all members of Town

Administration and the public with professionalism, courtesy and respect.

4.5.5 Elected Officials and Board Members will treat all individuals in good faith and without bias and shall not discriminate against any person on the basis of:

4.5.5.1 differences in personal opinions; or

4.5.5.2 race, ancestry, place of origin, colour, ethnic origin, culture, citizenship, religion, creed, language, gender, sexual orientation, age, family status, disability or occupation.

4.5.6 It is recognized that it is the sole responsibility of the Town Manager to hire, discipline and terminate staff and that all information pertaining to staff employment matters is considered confidential. No member(s) of Council or a Board, either as an individual or as a group, shall interfere with the Town Manager's role in the hiring, disciplinary action or termination of any staff member by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The Town Manager shall immediately report any incident of this nature to Council as a whole during a closed meeting.

4.6.0 Attendance at Orientation and Other Training

4.6.1 Unless excused by Council, Elected Officials are expected to attend:

4.6.1.1 orientation at the start of each Council term; and

4.6.1.2 any training organized at the direction of Council or mandated by the Province of Alberta.

4.7.0 Pecuniary Interest

4.7.1 It is the Elected Official's or Board Member's personal responsibility to review and understand the Pecuniary Interest provisions of the Act.

4.7.2 The decision with respect to whether or not the Elected Official or Board Member may have a Pecuniary Interest is the individual Elected Official's or Board Member's decision to make.

4.7.3 It is the individual responsibility of each Elected Official or Board Member to seek independent legal advice, at his or her own expense, with respect to any situation that may result in a Pecuniary Interest.

4.7.4 If an Elected Official or Board Member believes that he/she may have or may reasonably be perceived to have a Pecuniary Interest in a matter before Council or a Board, he/she shall strictly adhere to the Pecuniary Interest requirements as established in Part 5 Division 6 of the Act, in particular, but not limited to, the disclosure provisions as set out in section 172 of the Act.

4.7.5 Where an Elected Official or Board Member believes that he/she may have a Pecuniary Interest in a matter before Council or a Board, he/she should notify the Mayor or Chair of the meeting before the matter is considered that the Elected Official or Board Member has a Pecuniary Interest in the matter.

4.8.0 Conflicts of Interest

4.8.1 The decision with respect to whether or not the Elected Official or Board Member may have a Conflict of Interest is the individual Elected Official's or Board Member's decision to make.

4.8.2 It is the individual responsibility of each Elected Official and Board Member to seek independent legal advice, at their own expense, with respect to any situation that may result in a Conflict of Interest.

4.8.3 Receipt of gifts can result in a perceived Conflict of Interest. With the exception of token and minor gifts, having an estimated value under One Hundred (\$100) Dollars, Elected Officials and Board Members shall provide a written declaration to Council detailing the acceptance of any gifts including the estimated value and donor of the gift.

- 4.8.4 While token and minor gifts can be accepted by Elected Officials and Board Members, substantial or material gifts should either be rejected by Elected Officials and Board Members or accepted on the condition that the gift is accepted on behalf of Council or the Board and that acceptance of the gift is formally disclosed by that Elected Official and Board Member to Council and that the gift be donated to a non-profit organization, that is not associated with the Elected Official or Board Member.
- 4.8.5 This Bylaw does not apply to gifts donated to the Town of Stony Plain community nor to gifts or hospitality that are normally received as a matter of protocol or social obligations that normally accompany the position of Elected Official or Board Member and that are not related to any particular transaction or activity of the Town or Stony Plain or decision by Council.
- 4.8.6 Elected Officials and Board Members shall not engage in any activity that is incompatible or inconsistent with the ethical discharge of an Elected Official's or Board Member's duties and obligations as an Elected Official or Board Member in the Town of Stony Plain.

4.9.0 Bias

- 4.9.1 An Elected Official or Board Member shall be free from Bias with respect to any matter that requires a decision of Council or a Board.
- 4.9.2 Elected Officials and Board Members may attend open houses or exchange communication with potential Applicants, Developers and Special Interest Groups prior to the submission of a Development application being submitted to the Town of Stony Plain and should:
 - 4.9.2.1 state that any opinions expressed by the Elected Official or Board Member are personal and do not in any way represent Council or the Board's possible opinion or ultimate decision with respect to a potential Development;
 - 4.9.2.2 make it clear to potential Applicants, Developers or Special Interest Groups that the Elected Official or Board Member can provide only general information on the Development application process but cannot give definitive advice about the Development's chance of success;
 - 4.9.2.3 suggest that the Applicant, Developer or Special Interest Group seek independent professional advice; and
 - 4.9.2.4 if applicable, encourage potential Applicants, Developers or Special Interest Groups to seek preliminary information on their Development proposal by utilizing the pre-application process with Administration.
- 4.9.3 After a Development Application has been filed with the Town of Stony Plain, where Council or a Board will have a decision making role in the Development approval process or where an Elected Official or Board Member is a member of the Subdivision and Development Appeal Board and the matter may be appealed, Elected Officials and Board Members should not meet with the Applicants, Developers or Special Interest Groups to discuss the Development prior to the public hearing, formal consideration of the Development application by Council, the Board or appeal hearing and decision being issued by Council, the Board or the Subdivision and Development Appeal Board.
- 4.9.4 All Development inquiries should be directed to Administration.
- 4.9.5 Any information forwarded by an Applicant, Developer or Special Interest Group to an Elected Official or Board Member with respect to a pending Development Application should be forwarded to the Town Manager, who will record the information received and determine what further distribution or disclosure of the information is required.
- 4.9.6 In the event that a Development Application should proceed to any type of court proceeding, no meeting between Elected Officials, Board Members, Applicants, Developers or Special Interest Groups should take place.

4.10.0 Use and Disclosure of Information

- 4.10.1 Elected Officials and Board Members shall not use information gained through their position on Council or a Board for any private or personal benefit or gain.
- 4.10.2 Elected Officials and Board Members shall inform themselves of and strictly adhere to the provisions of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and any amendments thereto, with respect to the access to, gathering, use and disclosure of information.
- 4.10.3 Elected Officials and Board Members shall not release, disclose, publish or comment on confidential information including any information received during a closed ("in camera") meeting until such information is disclosed at a public meeting as part of an approved agenda. This obligation continues in perpetuity. Elected Officials and Board Members shall not release information that is subject to solicitor-client privilege unless expressly authorized by Council, the Board or required by law to do so.
- 4.10.4 Elected Officials and Board Members shall not misuse confidential information that they have knowledge of by virtue of their position as an Elected Official or Board Member that is not in the public domain, including e-mails and correspondence from other Elected Officials, Board Members or third parties such that it may cause harm, detriment or embarrassment to the Town of Stony Plain, Council, other Elected Officials, a Board, other Board Members, Administration, members of the public or third parties.

4.11.0 Representations on Behalf of the Town or Board

- 4.11.1 Public or media statements or the release of information conveying the Town of Stony Plain's position or decisions on matters made by the Council will only be communicated by the Mayor, or in his/her absence the Deputy Mayor, or in the absence of both the Mayor and Deputy Mayor the Acting Mayor.
- 4.11.2 Public or media statements or the release of information conveying a Board's position or decisions on matters made by the Board will only be communicated by the Chair, or in his/her absence the Vice-Chair, or in the absence of both the Chair and Vice-Chair the Acting Chair.

4.12.0 Harassment/Sexual Harassment/Violence-Free Workplace

- 4.12.1 Town of Stony Plain Elected Officials and Board Members are required to read and strictly adhere to the Town's Workplace Violence, Bullying and Harassment Policy (C-HS-018).

4.13.0 Adherence to Policies, Procedures and Bylaws

- 4.13.1 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.
- 4.13.2 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.

4.14.0 Investigations

- 4.14.1 A complaint alleging a breach of the Code of Conduct may be made by an Elected Official, member of Administration or a member of the public to the Mayor or Deputy Mayor.
- 4.14.2 A complaint must be filed in writing and shall contain the following information:
 - (a) the name of the complainant;
 - (b) the date(s) of occurrence;
 - (c) the nature of the alleged complaint; and
 - (d) name of any witnesses to the incident.
- 4.14.3 An investigation will not be started without first having reasonable grounds to believe that the suspected breach is likely to occur, or has already occurred. This will be determined by Council through the weighing of the seriousness of the alleged action and

the determination of whether the Code of Conduct has jurisdiction over the alleged incident. As well, the method of investigation itself will be reasonable with regard to the totality of the circumstances. The method of investigation is to be determined by Council. Both parties to the investigation will be advised of the decision to pursue an investigation.

- 4.14.4 Investigations will be carried out in accordance with the following:
 - 4.14.4.1 incidents will be investigated as promptly as possible;
 - 4.14.4.2 only those individuals absolutely necessary to verifying the complaint will be interviewed in order to maintain the confidentiality of the complainant and the respondent to the greatest extent possible. In all cases, both the complainant and the respondent will be interviewed and the respondent will be advised of the allegations they face and provided with an opportunity to answer the same. The respondent will be notified of the complaint and will be given five (5) working days to respond to the complaint in writing;
 - 4.14.4.3 individuals with knowledge of the incident will be encouraged not to discuss the details with others; and
 - 4.14.4.4 the safety of the complainant will be a paramount consideration throughout the investigation process.
- 4.14.5 With respect to an alleged breach of the Code of Conduct by an Elected Official or Board Member, where found to be warranted by a majority of Elected Officials, a third party investigator will be brought in to conduct the inquiry.
- 4.14.6 Should a complaint filed be found to be valid, Council will meet as a whole to determine what censure under Section 4.16.0 is appropriate to the nature of the breach.
- 4.14.7 Upon the completion of the investigation, both the complainant and respondent shall be notified of the findings within ten (10) business days.

Elected Officials, Board Members and employees are responsible for cooperating with investigations and respecting the confidentiality related to the investigation process.

No Elected Official or Board Member shall take retaliatory action against a complainant with the intention of dissuading or punishing an individual for participating in the complaint process.

4.15.0 Bylaw Compliance

- 4.15.1 Elected Officials and Board Members shall strictly comply with the Code of Conduct Bylaw.
- 4.15.2 Elected Officials and Board Members shall report violations of the Code of Conduct Bylaw using one or more of the options:
 - 4.15.2.1 An Elected Official or Board Member who perceives or is aware of a violation of the Code of Conduct may speak directly with the person;
 - 4.15.2.2 Elected Officials may discuss concerns of a violation of the Code of Conduct with the Mayor or Deputy Mayor;
 - 4.15.2.3 Board Members may discuss concerns of a violation of the Code of Conduct:
 - 4.15.2.3.1 with the Chair or Vice-Chair in the event the Chair or Vice-Chair is an Elected Official; or
 - 4.15.2.3.2 with the Mayor in the event the Chair or Vice-Chair is not an Elected Official.
- 4.15.3 Where a situation warrants, Elected Officials and Board Members may report the concern to the whole of Council in a closed session at a meeting of Council. An inquiry and/or investigation will be undertaken as directed by Council.

4.16.0 Censure Motion

In determining an appropriate Censure Motion, Council should have some practical rationale for doing so in the interest of proportionality and fairness. Once a Censure Motion has been passed, only a motion of Council can rescind the Censure Motion unless the Motion was date specific.

Censure Motions by position are as follows:

4.16.1 Mayor:

- 4.16.1.1 Restrict or limit the Mayor's power such as presiding over Council meetings and/or being a member of all Council Boards as set out in Section 154 of the Act.
- 4.16.1.2 Direct the Deputy Mayor to assume the Mayor's official obligations and responsibilities including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 4.16.1.3 Redirect the Mayor's additional compensation for performing the above duties to the Deputy Mayor as set out in Section 275.1 of the Act.
- 4.16.1.4 Restrict the Mayor from attending meetings as the Town's representative and acting as the Town's spokesperson.
- 4.16.1.5 Restrict the Mayor in their communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 4.16.1.6 Direct the Mayor to adhere to the statutory obligations under the Act and the Town's Code of Conduct Bylaw.
- 4.16.1.7 Restrict the Mayor from attending Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) and/or other conferences.
- 4.16.1.8 Any other sanction or requirement Council may decide upon including but not limited to:
 - (a) a letter of reprimand addressed to the Mayor which may be published;
 - (b) a request for the Mayor to issue a letter of apology which may be published; and
 - (c) a requirement of the Mayor to attend training.

4.16.2 Deputy Mayor:

- 4.16.2.1 Restrict or limit the Deputy Mayor's power such as presiding over Council meetings when the Mayor is absent or presiding over any Boards of Council and/or being a member of all Council Boards.
- 4.16.2.2 Direct one of the Councillors to assume the Deputy Mayor's official obligations and responsibilities in the absence of the Mayor, including presiding over meetings, calling special meetings, signing bylaws and cheques.
- 4.16.2.3 Restrict the Deputy Mayor from attending meetings as the Town's representative and acting as the Town's spokesperson.
- 4.16.2.4 Restrict the Deputy Mayor in their communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 4.16.2.5 Direct the Deputy Mayor to adhere to the statutory obligations under the Act and the Town's Code of Conduct Bylaw.
- 4.16.2.6 Restrict the Deputy Mayor from attending Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) and/or other conferences.

- 4.16.2.7 Any other sanction or requirement Council may decide upon including but not limited to:
- (a) a letter of reprimand addressed to the Deputy Mayor which may be published;
 - (b) a request for the Deputy Mayor to issue a letter of apology which may be published;
 - (c) a requirement of the Deputy Mayor to attend training; and
 - (d) suspension or removal of the appointment of a Deputy Mayor as Deputy Chief Elected Official under Section 152 of the Act.

4.16.3 Councillors:

- 4.16.3.1 Restrict or limit the Councillor's power such as presiding over Council Committee meetings and/or being a member of all Council committees .
- 4.16.3.2 Restrict the Councillor in their communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 4.16.3.3 Direct the Councillor to adhere to the statutory obligations under the Act and the Town's Code of Conduct Bylaw.
- 4.16.3.4 Restrict the Councillor from attending Federation of Canadian Municipalities (FCM), Alberta Urban Municipalities Association (AUMA) and/or other conferences.
- 4.16.3.5 Any other sanction or requirement Council may decide upon including but not limited to:
- (a) a letter of reprimand addressed to the Councillor which may be published;
 - (b) a request for the Councillor to issue a letter of apology which may be published; and
 - (c) a requirement of the Councillor to attend training.

4.16.4 Board Members:

- 4.16.4.1 Restrict or limit the Board Member's power such as presiding over Board meetings.
- 4.16.4.2 Restrict the Board Member in their communications with Administration and third parties such as the Provincial or Federal governments and other municipalities.
- 4.16.4.3 Direct the Board Member to adhere to the statutory obligations under the Act and the Town's Code of Conduct Bylaw.
- 4.16.4.4 Restrict the Board Member from attending conferences.
- 4.16.4.5 Repeal the appointment of the Board Member to a Board.
- 4.16.4.6 Any other sanction or requirement Council may decide upon.

5.0.0 Penalties

- 5.1.0 An inquiry and/or investigation undertaken as directed by Council may result in:
- 5.1.1 private verbal or written warning;
 - 5.1.2 public verbal or written warning; and/or
 - 5.1.3 a Censure Motion (Section 4.16.0) as determined by Council in order to restore the accountability of the Office of Council.


6.0.0 Effectiveness and Review

- 6.1.0 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
- 6.2.0 This bylaw shall be reviewed within its fourth year, being 2022, or as deemed necessary.
- 6.3.0 This bylaw shall take full force and effect upon passage of third and final reading in accordance with Section 213, Municipal Government Act, Revised Statutes of Alberta 2000 and amendments thereto.

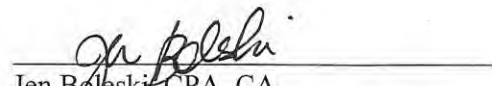
Read a first time this 22nd day of January, AD 2018.

Read a second time this 26th day of March, AD 2018.

Read a third time this 26th day of March, AD 2018.



Mayor William Choy



Jen Boleski, CPA, CA
General Manager, Corporate Services