

CYPRESS COUNTY

BYLAW 2020/07

A BYLAW TO ESTABLISH THE CODE OF CONDUCT REGARDING THE CONDUCT OF COUNCIL,

COUNCIL COMMITTEES, MEMBERS OF COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY COUNCIL,

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 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 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 council;

AND WHEREAS, the public is entitled to expect the highest standards of conduct from the members that it elects to Council for Cypress 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 basis and understanding for acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE, the Council of Cypress County, in the Province of Alberta, duly assembled, enacts as follows:

1. Short Title

1.1. This Bylaw shall be known 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 designate;
- 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) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;
- f) “Member” means a member of Council and includes a Councillor or the Reeve and includes members of council committees or other bodies established by Council who are not Councillors or the Reeve;
- g) “Municipality” means the municipal corporation of Cypress 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 and enforcement of those standards.

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 Reeve is Council’s official spokesperson and in the absence of the Reeve it is the Deputy Reeve.
- 5.3. All inquiries from the media regarding the official Council position on an issue shall be referred to Council’s official spokesperson. This is not meant to limit public comment solely to Council’s official spokesperson, but rather to recognize that the Municipality requires a single point of contact to speak with authority on behalf of Council. Council acknowledges and respects that Members have the legal right to express their personal opinions, whether those opinions are complimentary or critical, subject to those limits prescribed by law.
- 5.4. 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 in the Member personally disagrees with Council’s position.
- 5.5. No Member shall make a statement when they know the statement is false.
- 5.6. No Member shall make a statement with the intent to mislead Council or members of the public.

5.7. Social Media for the purposes of this Code of Conduct, refers to freely accessible, third-party hosted, interactive web-based technologies used to produce, post and interact through text, images, video and audio to inform, share, promote, collaborate or network; and therefore Members shall be aware that;

- a) Once posted on social media, any material or comment is accessible to anyone with an Internet connection. Furthermore, the content can never be effectively removed. As public figures and representatives of the Municipality, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content, confidentiality and should not undermine the standing of Council in the public and in the community.
- b) Members that include personal website or social media account information on civic business cards or on the civic webpage are accountable and liable for their own actions as personal social media websites are not sanctioned by the Cypress County.

6. Respect for Decision Making Process

- 6.1. Decision making authority lies with Council, and not with an 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 perspective vendors of 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 closed 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. 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 have respect for 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. 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 or 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 shall obtain information about the operation or administration of the Municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer, in accordance with section 153(d) of the Municipal Government Act and be provided to all other Councillors as soon as is practicable.
- 8.7. Members must not:
 - a) involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer; or
 - 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 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. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3. No member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.4. For the purposes of this Code of Conduct, 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 or by contract, or is required to refuse to disclose under the FOIP 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 relations;
- 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 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 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, subject to the following limited exceptions:

- a) Municipal property, equipment, services, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.
- c) Electronic communication devices provided by the Municipality are the property of the Municipality, and shall, at all times, be treated as the Municipality's property. Members are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:
 - i. All emails or messages sent or received on Municipal devices are subject to FOIP Act;
 - ii. All files stored on Municipal devices, all use of internal email and all use of the Internet through the Municipality's firewall may be inspected, traced or logged by the Municipality;
 - iii. In the event of a complaint pursuant to this Code of Conduct, Council may require that any or all of the electronic communication devices provided by the Municipality to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.

12.2. No Member shall obtain financial gain from the use or sale of Municipal-developed intellectual property, computer programs, technological innovations, or other patent, trademark or copyright held by the Municipality. Members acknowledge and do not dispute that all such property remains exclusively that of the Municipality.

12.3. No Member shall use information gained in the execution of his or her duties that is not available to the general public, for any purposes other than his or her official duties to avoid placing oneself in a position where there may be a real or perceived conflict of interest or apprehension of bias.

13. Orientation and Other Training

13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes 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. 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 the provisions of Council policies, related procedures and guidelines with respect to claims for remuneration and expenses, including but not limited to, claims for per diems, mileage, travel, meals, lodging, event tickets, hosting and attendance at conferences, conventions, seminars, training courses and workshops.

15. Gifts and Hospitality

- 15.1. Members shall not accept gifts, hospitality or 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. For these purposes, a gift or benefit provided with the Member's knowledge to a Member's spouse, child, or parent that is connected directly or indirectly to the performance of the Member's duties is deemed to be a gift to that Member.
- 15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided the value of the hospitality, gift or benefit is reasonable and the invitations infrequent.
- 15.3. 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.

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.
- 16.2. No Member shall engage municipal staff for any election-related purpose during working hours.
- 16.3. Notwithstanding sections 16.1 and 16.2, municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Councillor for election campaign or campaign-related activity upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges.

17. Complaint Procedures

17.1. Informal Complaint Procedure - Any individual who has identified or witnessed conduct by a Member that they reasonably believe, in good faith, is in contravention of this Bylaw may address the prohibited conduct in the following manner:

- a) Advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- b) Requesting the Reeve to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Reeve is the subject of, or is implicated in a complaint, request the assistance of the Deputy Reeve.
- c) 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.

17.2. Formal Complaint Procedure - Any individual who has identified or witnessed conduct by a Member that they reasonably believe, 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 should be addressed to the Investigator, which is Council or attention of the Reeve, with a copy to the Chief Administrative Officer. In the event that, the Reeve is the subject of, or is implicated in a complaint, the complaint shall be addressed to the attention of the Deputy Reeve with a copy to the Chief Administrative Officer;
- 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 (make oral or written submissions) 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. 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 or 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 and not necessarily in this order below include:

- a) A letter or 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. 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. Repeal

20.1. That Bylaw 2017/22 Councillor Code of Conduct is hereby repealed by passing of the Bylaw.

21. Amendments

21.1. Schedules “A” can be amended by resolution of Council from time to time as required.

Read a first time this 7th day of April, 2020.

Read a second time this 7th day of April, 2020.

Read a third time and finally passed this 7th day of April, 2020.

Reeve

Chief Administrative Officer

**Schedule A
Bylaw 2020/07**

Code of Conduct for members of Council of Cypress County

Councillor/Ward	Name	Signature
Councillor Ward 1 (Hilda/Schuler)	Michelle McKenzie	
Councillor Ward 2 (Irvine/Walsh)	Darcy Geigle	
Councillor Ward 3 (Elkwater)	Ernest Mudie	
Councillor Ward 4 (Longfellow)	Robin Kurpjuweit	
Councillor Ward 5 (Dunmore/Veinerville)	Dan Hamilton	
Councillor Ward 6 (Black & White/Seven Persons)	Dustin Vossler	
Councillor Ward 7 (Seven Persons North/Desert Blume)	Richard Oster	
Councillor Ward 8 (Redcliff /Hyw 523 North)	Shane Hok	
Councillor Ward 9 (Jenner/Sufdfield)	Alf Belyea	

Dated this _____ day of _____, 20_____.

Chief Administrative Officer