CITY OF FORT SASKATCHEWAN

A BYLAW OF THE CITY OF FORT SASKATCHEWAN, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

BYLAW C27-18

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 City of Fort Saskatchewan;

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 City of Fort Saskatchewan 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

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

2.1 “Act” means the Municipal Government Act, RSA 2000, C. M-26, and associated regulations, as amended.

2.2 “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 City Manager.

2.3 “City Manager” means the Chief Administrative Officer of the Municipality, or their designate.

2.4 “FOIP” means the Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25, any associated regulations, and any amendments or successor legislation.
2.5 “Investigator” means Council or the individual or body established by Council to investigate and report on complaints.

2.6 “Member” means a Member of Council and includes a Councillor or the Mayor.

2.7 “Municipality” means the municipal corporation of the City of Fort Saskatchewan.

3. PURPOSE & 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:

4.1.1 act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

4.1.2 perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

4.1.3 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

4.1.4 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.

5.6 Any Member communication and/or questions on the operation or administration of the Municipality shall be directed to the City Manager or to other staff as designated by the City Manager. Any inquiries by a Member to Administration should be shared with the other Members at the time of the inquiry or as soon as is reasonably possible, as per the Council Communication Protocol.
5.7 The City Manager has the responsibility to share with all of Council or other method of communication, the contents of all Council inquiries to Administration regarding the operation and administration of the municipality, as per the Council Communication Protocol.

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 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.

6.4 Members are encouraged to bring their issues, correspondence, secondary materials and information to the attention of all Members, through placement on a Council agenda or through the Council Communication Protocol.

7. ADHERENCE TO POLICIES, PROCEDURES & 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. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC & 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:

8.6.1 involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager;

8.6.2 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

8.6.3 maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

8.7 Use of social media:

8.7.1 Members who have social media accounts will be invited to share City posts on the Member’s personal social media channels.

8.7.2 Information from Members’ personal social media accounts will not be shared by the City.

8.7.3 Members who belong to social media groups may share City posts on these pages.

8.7.4 The City will not post responses to comments which are not on the City’s corporate social media accounts. Members may wish to post responses on other social media accounts, and shall do so as an individual Member of Council, and will not be representative of Council as a whole.

8.7.5 Members shall refrain from the following:

i. posting and/or sending electronic communications while a Council or Committee of the Whole meeting is in session;

ii. posting, sending, or reading communications regarding quasi-judicial issues through social media; and

iii. posting or sending communications through social media that discuss matters which are attorney-client privileged or that are still confidential matters.

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 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
9.3 In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

9.3.1 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;

9.3.2 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; or

9.3.3 use confidential information for personal benefit or for the benefit of any other individual or 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:

9.4.1 The security of the property of the Municipality;

9.4.2 a proposed or pending acquisition or disposition of land or other property;

9.4.3 a tender that has or will be issued but has not been awarded;

9.4.4 contract negotiations;

9.4.5 employment and labour relations;

9.4.6 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;

9.4.7 law enforcement matters;

9.4.8 litigation or potential litigation, including matters before administrative tribunals; and

9.4.9 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 or 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 to 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 interest 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 & 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:

12.1.1 municipal property, equipment, service, 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;

12.1.2 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.

13. ORIENTATION & OTHER TRAINING ATTENDANCE

13.1 Every Member must make every effort to attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training/educational sessions throughout the Council term is discretionary.
14. **RENUMERATION & 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 & HOSPITALITY**

15.1 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.

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 that the value of the hospitality, gift or benefit does not exceed $300.

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.

17. **INFORMAL COMPLAINT PROCESS**

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

17.1.1 advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;

17.1.2 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.

17.2 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.
18. **FORMAL COMPLAINT PROCESS**

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

18.1.1 All complaints shall be made in writing and shall be dated and signed by the Member filing a complaint;

18.1.2 All complaints shall be addressed to the Investigator;

18.1.3 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;

18.1.4 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;

18.1.5 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;

18.1.6 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;

18.1.7 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;

18.1.8 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; and

18.1.9 A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member’s sole expense.
19. **COMPLIANCE & ENFORCEMENT**

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

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

19.3 No Member shall:

19.3.1 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; or

19.3.2 obstruct 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:

19.4.1 a letter of reprimand addressed to the Member;

19.4.2 requesting the Member to issue a letter of apology;

19.4.3 publication of a letter of reprimand or request for apology and the Member’s response;

19.4.4 suspension or removal of the appointment of a Member as the Chief Elected Official under section 150(2) of the Act;

19.4.5 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;

19.4.6 suspension or removal of the Chief Elected Official’s presiding duties under section 154 of the Act;

19.4.7 suspension or removal from some or all Council committees and bodies to which Council has the right to appoint members;

19.4.8 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;

19.4.9 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.
This Bylaw repeals Bylaw C22-18 upon third and final reading.

READ a first time in Council this 27th day of November 2018.

READ a second time in Council this 27th day of November 2018.

READ a third time in Council this 27th day of November 2018.

Date Signed: November 26, 2018
Council and Administration Communication Protocol

The intent of this Protocol is to provide a framework to be followed to facilitate productive and consistent communications between City Council and Administration while promoting strong working relationships and a healthy work environment.

Relevant Legislation

MGA Section 153(d) – Councillors have the following duty: to obtain information about the operation or administration of the municipality from the Chief Administrative Officer or a person designated by the Chief Administrative Officer.

MGA Section 153.1 – Where the Chief Administrative Officer or a person designated by the Chief Administrative Officer provides information referred to in Section 153(d) to a councillor, the information must be provided to all other councillors as soon as is practicable.

Categories of Council-Administration Communication

<table>
<thead>
<tr>
<th>Communication Type</th>
<th>Definition</th>
<th>Administrative Delegate</th>
<th>Requirement to Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Request</td>
<td>An inquiry of Administration to obtain information on the operations and administration of the organization. Includes requests to have matters addressed in formal Council meetings.</td>
<td>City Manager General Managers</td>
<td>Inquiry or request communicated by the Member to all Members of Council at the time of the inquiry or as soon as is reasonably practicable. Response to be shared with all Members of Council.</td>
</tr>
<tr>
<td>General Advice or Guidance</td>
<td>Informal conversation or coaching related to matters that are not operational or administrative in nature.</td>
<td>City Manager General Managers</td>
<td>No requirement to share.</td>
</tr>
<tr>
<td>Support with Governance Meeting Procedures or Notice of Motions</td>
<td>Requesting clarification with process related Council meeting processes and/or wording with notices of motions or upcoming motions.</td>
<td>Director, Legislative Services</td>
<td></td>
</tr>
<tr>
<td>Inquiries related to citizen or stakeholder concerns</td>
<td>Request for information or concerns related to matters brought to Council by a citizen or other stakeholder.</td>
<td>All basic matters sent to Fort Report first. City Manager General Managers</td>
<td>Response to be shared with all Members of Council.</td>
</tr>
<tr>
<td>Council Support Matters</td>
<td>Inquiry regarding Council schedules, expenses, course registrations, conferences, and travel.</td>
<td>Legislative Services Department</td>
<td>No requirement to share.</td>
</tr>
<tr>
<td>Request for Additional Information or Clarification</td>
<td>Administration Assistant to the Mayor (relating to the Mayor)</td>
<td>Inquiry or request communicated by the member to all Members of Council at the time of the inquiry or as soon as is reasonably practicable. City Manager to use discretion as to the value of the additional information for all Members of Council versus the requesting Member.</td>
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<tr>
<td>Member of Council wishes to be given additional training or information on a matter before Council or on a matter related to committee work. May involve a meeting with a specific subject matter within Administration.</td>
<td>City Manager General Managers Staff Liaison for: • Library Board • Policing Committee • RVA • SDAB</td>
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<tr>
<td>Committee Responsibilities</td>
<td>Inquiry related to issues or concerns with a Council committee.</td>
<td>City Manager General Managers Staff Liaison for: • Library Board • Policing Committee • RVA • SDAB</td>
<td>No requirement to share unless the matter is relevant to City operations or administration.</td>
</tr>
<tr>
<td>Casual/Social Conversations</td>
<td>Conversations or a personal or casual nature that have no relevance to City operations or administration.</td>
<td>All members of Administration</td>
<td>No requirement to share.</td>
</tr>
</tbody>
</table>

An individual Member of Council may not provide direction to a member of Administration, or in any way advance or influence an issue or idea. Council may only provide formal direction to Administration through Council resolution.

Requests for direction outside of a resolution fall under the category of “Information Requests” listed above for consideration by the City Manager.

Members are encouraged to engage in casual and social conversations with Administration to get to know individual members better, and to recognize their accomplishments and hard work. Informal contact may occur between Members of Council and members of Administration at events, meetings, community functions, or in other public settings.