

# CITY OF WETASKIWIN

1912-18

## A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR APPOINTED MEMBERS OF COUNCIL COMMITTEES AND BOARDS

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

AND WHEREAS a code of conduct ensures that members of Council Committees share a common understanding of acceptable conduct.

### 1. Title

1.1. This bylaw may be referred to as the “Council Committee Code of Conduct Bylaw”.

### 2. Definitions

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

- a) “City Manager” means the chief administrative officer of the City of Wetaskiwin, or their delegate;
- b) “Committee” means any Council Committee, Board, or additional body created by resolution of City Council under the Municipal Government Act;
- c) “Member” means a member of a council committee or other body established by Council who are not councillors or the Mayor;
- d) “City” means the municipal corporation of the City of Wetaskiwin.

### 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 enforcement of those standards.

3.2. This Bylaw may not be used to govern the conduct of Members of the City of Wetaskiwin Assessment Review Boards, the City of Wetaskiwin Subdivision and Development Appeal Board, or the Wetaskiwin Library Board.

#### 4. Representing the Municipality

##### 4.1. Members shall:

- a) Act honestly and, in good faith, serve the interests of the Committee established by City Council;
- 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 in the course of their regular duties as Members, and make every effort to participate diligently in meetings of their Committees to which they are appointed to be Council.

#### 5. Communicating on Behalf of the Municipality

5.1. No Member shall communicate to the Media on behalf of the Committee unless prior permission has been given by the City Manager.

5.2. No Member shall communicate to the Media on behalf of the City of Wetaskiwin.

5.3. No Member shall make any statements with the intent to mislead other Members or members of the public.

#### 6. Adherence to Policies, Procedures, and Bylaws

6.1. Members shall adhere to the laws established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies, and procedures adopted by City Council.

6.2. A Member must not encourage the disobedience of any bylaw, policy or procedure of the City in responding to any Member of the public, as this undermines public confidence in the City and the rule of law.

#### 7. Respectful interactions with Council Members, Staff, the Public and Others

7.1. 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.

7.2. Members shall treat one another, employees of the City and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

7.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the City, or any member of the public.

7.4. 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.

7.5. Members shall respect the fact that employees of the City work for the City as a corporate body and are charged with making recommendations that reflect professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

7.6. Members must not:

- a) Involve themselves in matters of Administration, which falls under the jurisdiction of the City Manager and City employees;
- b) Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the City 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 the City.

## 8. Confidential Information

8.1. In the course of their duties, Members may become privy to confidential information.

Members must not:

- a) Disclose or release by any means to any members of the public, including the media, any confidential information acquired by virtue of their position as an appointed Member of a Council Committee unless otherwise authorized to do so;
- b) Access or attempt to access confidential information in the custody or control of the City 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 the personal benefit or for the benefit of any other individual or organization.

9. Conflicts of Interest

9.1. Members must be free of 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;

9.2. Members shall approach their duties with an open mind that is capable of persuasion.

10. Improper Use of Influence

10.1. No Member shall use the influence of their appointment for any purpose other than for the exercise of the Member's official duties;

10.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before a Council Committee to which they have been appointed to;

10.3. Members shall refrain from using their appointments to obtain employment with the City for themselves, family members, or close associates.

11. Use of City Assets and Services

11.1. Members shall use City property, equipment, services, and supplies only for the performance of their duties as a Member.

12. Election Campaign

12.1. No Member shall use any facilities, equipment, supplies, services, City logo, or other resources of the City for any Election campaign or campaign-related activity.

13. Gifts and Hospitality

13.1. Members must not accept gifts, hospitality, or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

14. Complaints Process

14.1. Any person, Member, or Council Member 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 by:

- a) Advising the Member that their conduct violates this bylaw and encouraging the Member to stop;
- b) Requesting the Mayor and/or the City Manager to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue.

## 15. Compliance and Enforcement

15.1. Members shall uphold the spirit and intent of this bylaw.

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

15.3. No Member shall:

- a) Undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- b) Obstruct Council, or any other person, in carrying out the objectives of this bylaw.

15.4. Sanctions that may be imposed on a Member by Council, upon finding that a Member has contravened this bylaw may include:

- a) A letter of reprimand addressed to the Member;
- b) Requesting the Member issue a letter of apology;
- c) Suspensions or removal of the Member from their appointed Council Committee.

16. This bylaw comes into force and effect upon third and final reading and signature thereof.

READ a first time this 10 day of September 2018.

READ a second time this this 10 day of September, 2018.

READ a third time this this 10 day of September, 2018.

ORIGINAL SIGNED

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MAYOR

ORIGINAL SIGNED

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CITY MANAGER