

A BYLAW OF THE MUNICIPAL DISTRICT OF WILLOW CREEK NO. 26,
IN THE PROVINCE OF ALBERTA, TO ESTABLISH COUNCILLOR CODE OF
CONDUCT.

The citizens and the taxpayers of the Municipality have the right to be served by a Council committed to conducting its service in an ethical and professional manner. It is important that there not be, nor appear to be, any conflict between the private interests of each Councillor and his/her duty to the public.

The purpose of this Code of Conduct shall be to uphold these principles governing the conduct of Councillors so Councillors maintain the highest standards while faithfully discharging their duties.

Conduct of Councillors

The Councillors of the Municipality, when acting as a Councillor, shall abide and adhere to the following principles that form this Code of Conduct, by signing Schedule "A" attached to this bylaw, and shall:

- a) Govern individual conduct in accordance with the requirements set out in The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, and the bylaws and policies approved by the Councillors of the Municipality;
- b) Treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c) Demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the Municipality;
- d) Communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ;
- e) Recognize when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f) Recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g) Recognize an individual Councillor cannot exercise individual authority over the Municipality;
- h) Recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except where explicitly authorized by a Council resolution, bylaw, or policy;

- i) Direct any comments regarding staff performance, to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j) Not use the position of Councillor to benefit one's self or any other individual apart from the interest of the Municipality, and avoid placing one's self in a position where there may be a real or perceived conflict of interest or apprehension of bias;
- k) Not use or attempt to use the Municipality's funds, property or information for the personal benefit of the Councillor or for the personal gain or benefit of any other individual;
- l) Devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- m) Develop and evaluate goals and policies through Council, to meet the needs and expectations of the public;
- n) Attend Council orientation and ongoing training to foster a better understanding of a Councillor's duties and obligations;
- o) Protect privileged information learned during the course of the duties of a Councillor and preserve the confidentiality of information provided to them, concerning confidential matters of the Municipality;
- p) Not use confidential information to advance the personal, financial, or private interests of one's self or any other individual;
- q) Not surrender the responsibilities and obligations of a Councillor to any other person, group, or organization;
- r) Disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the Municipality;
- s) The Council will endeavor to make decisions based on objective criteria and information available regarding an allegation made under this bylaw.
- t) The Council shall fully disclose the nature and applicable information regarding an allegation of a breach of this bylaw to the Councillor, in question, in a timely manner.

Hearing Process

The Council, when considering an alleged breach of this bylaw shall provide sufficient opportunity for the Councillor, who is the subject of the allegation, to address Council.

Breach of Bylaw No. 1774

If, in the opinion of a majority of the members of Council, a Councillor breaches any of the principles found in this Code of Conduct, courses of action taken by Council, may include but are not limited to:

- a) Requiring the Councillor to provide a verbal apology to the impacted individual, organization, or Council as a whole; and/or
- b) Requiring the Councillor to provide a written apology provided to the impacted individual, organization, or Council as a whole, and in any case, placed in the personnel file of the Councillor; and/or
- c) Removing the Councillor from Council Committees; and/or
- d) Dismissing the Councillor from a position of Reeve, Deputy Reeve or Chairperson of a Council Committee; and/or
- e) Issuing a directive to the Councillor to attend 3rd party educational training on ethical and respectful conduct, at the expense of the Municipality.

A decision to apply one or more of the actions detailed above requires a simple majority of Council directing the Councillor to do all or some of those actions.

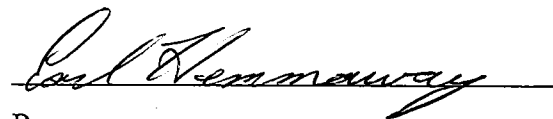
All discussions surrounding allegations and substantiated violations of this bylaw shall be conducted at an In Camera meeting of Council only, with the information being kept in confidence under the appropriate sections of The Municipal Government Act and The Freedom of Information and Protection of Privacy Act.


Upon passing of this By-Law, By-Law No. 1730 is hereby repealed.

Read a first time in Council this 9th day of August, 2017.

Read a second time in Council this 9th day of August, 2017.

Read a third time in Council and finally passed this 9th day of August, 2017.


Reeve


Chief Administrative Officer

Schedule "A"

I recognize that I have a responsibility to assure that ethical standards are understood and met so that the public will have confidence in the integrity of the Council. In recognition of my commitment as a Councillor of The Municipal District of Willow Creek No. 26, I promise that I will:

- a) Govern my conduct in accordance with the requirements set out in The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and/or any other Act of the Government of Canada or the Province of Alberta, as well as the bylaws and policies duly approved by the Council of the Municipality;
- b) Treat fellow Councillors, administration and the public with respect, concern, and courtesy;
- c) Demonstrate the highest standards of personal integrity and honesty in order to foster the public trust and confidence in the Municipality;
- d) Communicate and work with fellow Councillors in an open and honest manner promoting a spirit of cooperation by listening and respecting those opinions that may differ with mine;
- e) Recognize, when interacting with the public, no individual authority exists except where explicitly authorized by a Council resolution, bylaw, or policy;
- f) Recognize when interacting with the press, individual Councillors do not speak for the municipality except where explicitly authorized by a Council resolution, bylaw or policy;
- g) Make no attempt to exercise individual authority over the Municipality;
- h) Recognize, when interacting with the Chief Administrative Officer, the lack of authority vested in a Councillor to direct the Chief Administrative Officer, except when explicitly authorized by a Council resolution, bylaw or policy;
- i) Direct any comments regarding staff performance to the Reeve who shall communicate those matters to the Chief Administrative Officer, recognizing that the Chief Administrative Officer is the only employee of the Council;
- j) Not use the position of Councillor to benefit myself or any other individual apart from the interest of the Municipality, and avoid placing myself in a position where there may be a real or perceived conflict of interest or apprehension of bias;
- k) Not use or attempt to use the Municipality's funds, property or information for my personal gain or benefit or for the personal gain or benefit of any other individual;

- l) Devote time, thought, and attention to the duties of a Councillor so effective and knowledgeable decisions can be made on behalf of the citizens and taxpayers;
- m) Develop and evaluate goals and policies, through Council to meet the needs and expectations of the public;
- n) Attend Council orientation and training;
- o) Protect privileged information learned during the course of my duties as Councillor and preserve the confidentiality of information provided to me concerning confidential matters of the Municipality;
- p) Not use confidential information to advance the personal, financial, or private interests of myself or any other individual;
- q) Not surrender the responsibilities and obligations of a Councillor to any other person, group or organization;
- r) Disclose to Council any behavior or activity that may qualify as corruption, abuse, fraud, bribery, or conflict of interest as identified by The Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, or any other Act of the Government of Canada or the Province of Alberta, or the bylaws and policies of the Municipality;
- s) Recognize that any allegation that may be made against me in my capacity as a Councillor does not remove my right to a fair and unbiased hearing before Council.

Witness to the Signature of
Councillor _____

Councillor _____

Signed this _____ day of _____, 20____