

# VILLAGE OF COWLEY

## BYLAW # 409

### A Bylaw to establish a Code of Conduct for Members of 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 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the council;

**AND WHEREAS**, municipal councillors including the Mayor are the governing body of the Village of Cowley, whose role and responsibility is to represent the municipality.

**NOW THEREFORE**, the Council of the Village of Cowley, in the Province of Alberta, duly assembled, enacts as follows:

This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

1. Council members shall act honestly and in good faith, serve the welfare and interests of the Municipality as a whole; the municipal organization's best interest must always be a councillors' priority.
2. Council members shall perform their functions and duties in a professional and diligent manner with integrity, accountability and transparency.
3. The Mayor is the official spokesperson of the Municipality and all of Council will at times be called to communicate on behalf of the village, and no Member shall make a statement that is false or with the intent to mislead council or the public.
4. Council Members shall respect the decision making process provided in the Village Procedural Bylaw.
5. Council Members shall be mindful of and adhere to the approved policies, procedures and bylaws of the Village of Cowley.
6. Council Members shall be respectful at all times with other councillors, municipal staff and members of the public.
7. Council Members shall be vigilant in keeping confidential information discussed at a council meeting, confidential until such time as council business requires it to be made public.
8. Council Members shall be vigilant in avoiding activities which may be seen as conflict of interest, or to gain financial or other benefits for themselves, family, friends, business or otherwise, and must never use their influence as an elected representative for personal advantage.
9. Council Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a member.
10. Council Members shall attend orientation training and any other training sessions for the benefit of members throughout the council term.

11. Complaint Process:

- a. Any person or council member who has identified or witnessed conduct by a council member that they reasonably believe, in good faith, is in contravention of this bylaw may address the behavior or activity by:
- b. Provide a letter outlining the complaint to the Mayor. If the complaint is regarding the Mayor, the complaint should be provided in confidence to the Deputy Mayor. If the complaint is found to be valid the following sanction(s) may be imposed by a resolution of Council.

12. Compliance and Enforcement:

- a. Council Members shall uphold the letter and the spirit and intent of this bylaw and are expected to co-operate in securing compliance and enforcement of this bylaw.
- b. No Council Member shall threaten reprisal against a complainant, or obstruct Council in carrying out the objectives or requirements of this bylaw.
- c. Sanctions that may be imposed may include:
  - A letter of reprimand addressed to member.
  - Requesting the member to issue a letter of apology.
  - Suspension or removal of the appointment of a member as the mayor under section 150(2) of the Act; or the deputy mayor under section 152 of the Act.
  - Suspension or removal of the mayor's presiding duties under section 154 of the Act.
  - Reduction or suspension of remuneration as per section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings.

13. 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.

Read a first time on this   1   day of   May  , 2018.

Read a second time on this   1   day of   May  , 2018.

Read a third time and passed on this   1   day of   May  , 2018.

VILLAGE OF COWLEY

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Mayor

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Chief Administrative Officer