



## *Town of Coronation*

### **“COUNCIL CODE OF CONDUCT”**

#### **BEING A BYLAW No. 2023-700 OF THE TOWN OF CORONATION, IN THE PROVINCE OF ALBERTA, TO “COUNCIL CODE OF CONDUCT”**

- 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 the 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 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 Town of Coronation;
- 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 what is publicly acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;
- NOW THEREFORE,** the Municipal Council of the Town of Coronation, in the Province of Alberta, duly assembled, hereby enacts as follows:

#### **1. SHORT TITLE**

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

#### **2. PURPOSE AND APPLICATION**

- a. 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.

### 3. DEFINITIONS

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

- i. Act means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- ii. Adjudicator means the person appointed by the Council and Administration Relations Committee to adjudicate Complaints of alleged breaches of this Bylaw.
- iii. 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 CAO
- iv. CAO means the Chief Administrative Officer of the Municipality, or their delegate;
- v. Committee means the Council and Administration Relations Committee of the Town of Coronation;
- vi. Complainant means the person who makes a Complaint, because that person has reasonable grounds to believe that the conduct of a Member has contravened this Bylaw.
- vii. Complaint means a complaint, whether formal or informal, made by a Complainant, that the conduct of a Member has allegedly contravened this Bylaw.
- viii. Conflict of Interest means a situation where the personal or private interest of a Member actually may influence, or may be perceived as influencing the Member on a matter of public interest that is before Council, including situations which may result in bias. A Conflict of Interest situation may also include using:
  - 1. The influence of the position of the Member;
  - 2. Confidential information;
  - 3. Confidential information;
  - 4. Town materials; or
  - 5. Town facilities.
- ix. Bullying means repeated and hostile or demeaning behaviour by an individual, either directly or through any medium whatsoever, where the behaviour results in harm, fear or distress to one or more individuals in the municipality including, but not limited to, physical harm, psychological harm or harm to an individual's reputation and the determination of whether behaviour is Bullying will be determined based on what a

- x. 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;
- xi. Harassment is any single incident or repeated incidents of objectionable or unwelcome conduct, comment (including social media posts/comments), bullying, or action by a person that the person knows or reasonably knows will or would cause offence or humiliation to someone, or adversely affects the worker's health and safety. This also includes conduct, comments, bullying, or actions because of race, religious beliefs, colour, physical disability, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and a sexual solicitation or advance.
- xii. Investigator means Council or the individual or body established by Council to investigate and report on complaints;
- xiii. Member includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor
- xiv. Municipality means the municipal corporation of the Town of Coronation.
- xv. Pecuniary Interest means a pecuniary interest as defined by sections 169 and 170 of the Act.
- xvi. Sexual Harassment is any unsolicited and unwelcome conduct of a sexual nature, including comments, gestures, or physical contact, either on a one-time basis, or in a continuous series of incidents, that detrimentally affects the work environment or leads to adverse job-related consequences. It is behaviour that is offensive, objectionable, coercive, and one-sided.
- xvii. Social Media 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.
- xviii. Workplace Violence means the threatened, attempted or actual conduct of a Person that causes, or is likely to cause, physical injury, whether it occurs at the workplace or is work-related.

#### **4. REPRESENTING THE MUNICIPALITY**

##### **a. Members Shall:**

- i. act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- ii. perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

- iii. 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
- iv. 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**

- a. A Member must not claim to speak on behalf of Council unless authorized to do so.
- b. 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.
- c. 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.
- d. Members must keep in mind they are always a representative of the Town of Coronation, including when engaging in social media activities, and Members are encouraged to identify when views expressed are theirs alone and not official Town of Coronation communication.
- e. No Member shall make a statement when they know that statement is false.
- f. No Member shall make a statement with the intent to mislead Council or members of the public.
- g. As a member of the community, Members retain the right to make public comments or speak to the media. Members shall, when not speaking on behalf of Council, clearly identify that stated opinions are personal opinions and do not necessarily represent the position of Council nor unduly reflect on any Council decision.
- h. If questioned by the media on their opinions regarding business yet to come before Council, Members should refrain from commenting to remove the risk of prejudicing the business of Council.

## **6. SOCIAL MEDIA**

- a. All official Town of Coronation social media accounts are solely managed by Administration.
- b. No Member shall use Social Media to knowingly publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.

- c. When Council members post to social media, they should refrain from the following:
  - i. posting while a meeting of Council, Board or Committee is in session;
  - ii. posting, sending, or reading communications regarding quasi-judicial issues through Social Media;
  - iii. posting or sending communications through Social Media that discuss matters that are attorney-client privileged or that are still confidential matters.

## **7. RESPECTING THE DECISION-MAKING PROCESS**

- a. 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.
- b. 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.
- c. 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.

## **8. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS**

- a. 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.
- b. 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.
- c. 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.

## **9. RESPECTFUL INTERACTIONS WITH COUNCIL MEMBERS, STAFF, THE PUBLIC AND OTHERS**

- a. 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.
- b. 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.

- c. 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.
- d. 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.
- e. 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.
- f. Members must not:
  - i. involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;
  - ii. 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
  - iii. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

## **10. CONFIDENTIAL INFORMATION**

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

- i. the security of the property of the Municipality;
- ii. a proposed or pending acquisition or disposition of land or other property;
- iii. a tender that has or will be issued but has not been awarded;
- iv. contract negotiations;
- v. employment and labour relations;
- vi. 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;
- vii. law enforcement matters;
- viii. litigation or potential litigation, including matters before administrative tribunals; and
- ix. advice that is subject to solicitor-client privilege.

## **11. PECUNIARY INTEREST**

- a. Members have a personal responsibility to review and ensure they understand the meaning of a Pecuniary Interest, as defined in Section 170 of the Act, which sets out when a Councillor has a pecuniary interest in a manner, how a person is monetarily affected by a matter, and lists examples of specific interests where a Councillor would not have a pecuniary interest.
- b. 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.
- c. The decision with respect to whether or not a member may have a Pecuniary Interest in a matter is a decision that must be made by the individual Member.
- d. Members each have an individual responsibility to seek independent legal advice from Independent Legal Counsel, at the Member's expense, with respect to any situation that may result in questions respecting a Pecuniary Interest of an individual Member.

## **12. CONFLICTS OF INTEREST**

- a. The responsibility for determining whether a Member may have a Conflict of Interest rests with the individual Member. Each member shall acquaint themselves with the concept of a conflict of interest, as they are personally liable for any wrongful actions or repercussions arising from a conflict of interest.
- b. Members shall approach decision-making with an open mind that is capable of persuasion.
- c. 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 conflict of interest.

### **13. IMPROPER USE OF INFLUENCE**

- a. 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.
- b. 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.
- c. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- d. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates.

### **14. USE OF MUNICIPAL ASSETS AND SERVICES**

- a. 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:
  - i. 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;
  - ii. 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.

### **15. ORIENTATION AND OTHER TRAINING ATTENDANCE**

- a. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- b. Every Member must attend all other training organized at the direction of Council for the benefit of Members throughout the Council term.

### **16. REMUNERATION AND EXPENSES**

- a. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
- b. 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.
- c. The Members shall conform to the provisions outlined in Bylaw No. 2022 - 685, known as "Council Remuneration," with regard to all eligible honorariums and allowable



expense claims as determined by the municipality, including adherence to the prescribed procedure for the submission of such claims.

## **17. ACCEPTANCE OF GIFTS AND HOSPITALITY**

- a. 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.
- b. Members of Council are not precluded from accepting:
  - i. rewards, gifts or benefits not connected with the performance or duties of office;
  - ii. political contributions that are accepted in accordance with applicable law;
  - iii. reasonable quantities of food and beverages at banquets, receptions, ceremonies or similar events;
  - iv. services provided without compensation by persons volunteering their time;
  - v. food, lodging, transportation and entertainment provided by other levels of local governments or by other local governments, boards or commissions;
  - vi. a reimbursement of reasonable expenses incurred in the performance of duties or office;
  - vii. token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service or for attending an event;
  - viii. gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.
- c. 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.
- d. Members of Council shall not accept invitations from contractors, or potential contractors to the municipality to attend special events that may be viewed as creating an unreasonable level of access or indebtedness:
  - i. Access may be defined as a prolonged period of contact with the Member(s) individually
  - ii. Indebtedness is based on the value of the event.

## **18. ELECTIONS AND CAMPAIGNS**

- a. 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.
- b. Every member of the council is legally obliged to strictly adhere to and maintain full compliance with the provisions delineated in the Local Authorities Election Act. The unwavering observance of the Act is of paramount legal significance. It is explicitly and solely the legal responsibility of the candidate or councillor to conform to and duly

submit any required documents as mandated by the Act. The Town Chief Administrative Officer (CAO) is under no legal obligation to provide information or fulfill any election-related duties on behalf of the councillor or candidate unless such specific obligations are expressly stated or outlined within the provisions of the Local Authorities Election Act.

## **19. INFORMAL COMPLAINT PROCESS**

- a. Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
  - i. advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
  - ii. requesting the Mayor to assist in an 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.
- b. 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.

## **20. FORMAL COMPLAINT PROCESS**

- a. Any person who has identified or witnessed conduct by a Member that the person reasonably believes,
- b. in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
  - i. All complaints shall be made in writing, and shall be dated and signed by an identifiable individual;
  - ii. All complaints shall be addressed to the Council and Administration Relations Committee;
  - iii. The Committee has the authority to and may appoint an independent third party as an Adjudicator to adjudicate a Complaint alleging a breach of conduct under this Bylaw. The Committee may also appoint a third-party Investigator, if the Committee determines, either based on the request and information provided by an Adjudicator or otherwise, that one is required to investigate a Complaint.
  - iv. The Committee may appoint an Adjudicator to hear multiple Complaints, or it may appoint an Adjudicator to hear a particular Complaint
- 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. The Complaint shall contain the following information:

- i. The name and contact information of the Complainant;
  - ii. The nature of the Complaint;
  - iii. The name of any respondent;
  - iv. Copies of any letters, memos, email messages or other documents or materials that support the Complaint; and
  - v. The name of any witness to any incident related to the Complaint
- 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 Committee or appointed Investigator;
- e. Upon receipt of a complaint under this Bylaw, the Committee or appointed 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 Committee or appointed Investigator decides to investigate the Complaint, the Committee or appointed 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 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.

## **21. WORKPLACE VIOLENCE AND HARASSMENT**

- a. Council is committed to a safe and healthy workplace that is free from discrimination, Bullying, Harassment, or violence.
- b. Any act of Workplace Violence and/or Harassment committed either by or against any Member is unacceptable and will not be tolerated.
- c. Members shall recognize that Workplace Violence and abuse in any form erodes the mutual trust and confidence that are essential to the Town's operational effectiveness.

- d. Acts of Workplace Violence:
  - i. can take the form of physical contact or a threat of Workplace Violence, either overt or covert;
  - ii. destroy individual dignity, lower morale, create fear and break down work unit cohesiveness;
  - iii. may occur as a single event or may involve a continuing series of incidents;
  - iv. can involve any person; and
  - v. may be directed by or towards Elected Officials, Board Members, Administration, or members of the public.
  
- e. Workplace Harassment can include (but is not limited to):
  - i. written or verbal comments (including social media posts/comments), offensive pictures or materials, and behaviours which are humiliating, offensive, degrading or belittling;
  - ii. Bullying, taunting, insulting, intimidation, gesturing or practical jokes;
  - iii. refusing to converse or work with an employee, another council member based on discriminatory grounds;
  - iv. unwelcome inquiries about a person's private life or physical appearance;
  - v. the abuse of authority;
  - vi. {the deliberate exclusion of a Member, Board Member or Administration from relevant work activities or decision-making; or
  - vii. an attempt to discredit a Member, Board Member or Administration by spreading false information about him/her.
  
- f. Sexual Harassment includes unwanted sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when:
  - i. submission to conduct is made either explicitly or implicitly a term or condition to an individual's employment, tenancy or receipt of service;
  - ii. submission to or rejection of such conduct by an individual demonstrably affects that individual's employment, tenancy or receipt of service;
  - iii. it affects access to employment;
  - iv. it creates an unwelcome, intimidating, hostile or offensive work environment;
  - v. it intimidates, embarrasses, offends, coerces or humiliates an individual in the workplace; or
  - vi. arises out of a relationship that is not based on mutual consent.
  
- g. Members shall, with due consideration to the division of responsibilities between Council, Boards and Administration, comply with the following principles:
  - i. to promote a workplace free from all forms of violence and Harassment, and encourage a workplace in which everyone respects one another while working together to achieve common goals;
  - ii. to attend educational or training sessions addressing Workplace Violence and Harassment, as required by the Town;
  - iii. to address all incidents of Workplace Violence and Harassment which individual Elected Officials witness or become aware of by reporting the incident accordingly through the Bylaw complaint process;

- iv. to ensure incidents of Workplace Violence and Harassment are investigated in an objective and timely manner, pursuant to this Bylaw;
  - v. to take necessary actions in response to incidents of Workplace Violence and Harassment; and
  - vi. to ensure that appropriate support is provided for Complainants of Workplace Violence and Harassment.
- h. Complaints of Workplace Violence and Harassment follow the Bylaw formal or informal processes, which may involve an investigation of the Complaint, in order to resolve the Complaint.
  - i. Before a Complaint of Workplace Violence or Harassment is made, the Complainant is encouraged to advise Council and Administration Relations Committee.
  - j. In relation to an allegation of Workplace Violence or Harassment, the Complainant may choose to follow either the formal or informal Complaint process pursuant to the Bylaw.
  - k. An incident involving Workplace Violence constitutes an incident that has the potential to cause serious injury to a worker pursuant to the Occupational Health and Safety Act. As a result, the Town must investigate the incident and prepare and maintain a report.
  - l. Although the formal complaint process identified in 20.0 through 21.11 is meant to deal with violations of this bylaw it does not preclude an individual from accessing any Legislation, Acts or Ordinances that may be applicable.

## **22. COMPLIANCE AND ENFORCEMENT**

- a. Members shall uphold the letter and the spirit and intent of this Bylaw.
- b. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- c. No Member shall:
  - i. 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;
  - ii. obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- d. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:
  - i. a letter of reprimand addressed to the Member;
  - ii. requesting the Member to issue a letter of apology;
  - iii. publication of a letter of reprimand or request for an apology and the Member's response;
  - iv. suspension or removal of the appointment of a Member as the chief elected

- official under section 150(2) of the Act;
- v. suspension or removal of the appointment of a Member as the deputy chief elected official or
- vi. acting chief elected official under section 152 of the Act;
- vii. suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- viii. suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- ix. 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;
- x. 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.

### **23. PROCEDURE**

- a. Each member of Council shall receive a copy of this Bylaw and will annually sign the statement of commitment as an acknowledgment that they have read and support it.

### **24. REVIEW**

- a. 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.

### **25. GENERAL:**

- a. Bylaw No. 2017 – 651 – “Council Code of Conduct,” is hereby repealed upon passing of this Bylaw.
- b. This Bylaw shall come into full force and effect upon the third and final passing thereof.

### **26. SEVERABILITY**

- a. If Mayor If any Section or parts of the Bylaw are found in any court of law to be illegal or beyond the power of Council to enact such Section or parts shall be deemed to be severable, and all other Sections or parts of the Bylaw shall be deemed to be separate and independent from ad to be enacted as such.

Moved by Councillor Matthew Peacock That Bylaw  
No.2023 – 700 – “Council Code of Conduct” Read a First 14 day of August, 2023.  
Time in Open Council This

Moved by Deputy Mayor Ron Checkel That Bylaw  
No.2023 – 700 – “Council Code of Conduct” Read a 14 day of August, 2023.  
Second Time in Open Council This

Moved by Mayor Brett Alderdice That Bylaw No.2023 –  
700 – “Council Code of Conduct” Receive UNAOMOUSE 14 day of August, 2023.  
Consent for Third and Final Reading

Moved by Councillor Matthew Peacock That Bylaw  
No.2023 – 700 – “Council Code of Conduct” Read A Third 14 day of August, 2023.  
Time in Open Council This

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Brett Alderdice

Town of Coronation, Mayor

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Quinton Wintfley

Town of Coronation,  
Chief Administrative Officer