

**BYLAW NO. 377-18
CODE OF CONDUCT BYLAW
VILLAGE OF AMISK**

Bylaw No 377-18 of the Village of Amisk in the Province of Alberta, which shall be known as the Councillor Code of Conduct Bylaw

A Bylaw of the Village of Amisk being a bylaw for the purpose of meeting required standards Councillors shall uphold, respect and act on as expected by the citizens of the Village of Amisk

Effective Date: January 16, 2018.

Under and by virtue of the authority conferred upon it by Municipal Government Act, Chapter M-26, Section 153 and amendment thereto, the Council enacts the following:

1 In this Bylaw,

- a) "Act" means the Municipal Government Act;
- b) "Code of Conduct" means a Code of Conduct Bylaw established under section 146.1 (1) of the Act;
- c) "Village" means Village of Amisk
- d) "Council" refers to Councillors, and all committee members duly appointed by Council

2 This Code of Conduct Bylaw ensures the following standards are understood and met by Council:

- a) There is active and appropriate participation at Council
 - i) Contributions to discussion will to the best of each Councillor ability and will show an accurate reflection of what is in the best interest of their represented electors.
 - ii) Statement made during Council meetings are respectful of other Councillors
 - iii) Any absences are known by the Administrator at least one week prior to meetings, excluding emergency situations where prior knowledge of an absence is unknown
- b) Representation of the Village is done to the best of Council ability in the best interests of the village
- c) The decision process and final decisions made at Council meetings are respected and abided by all.
- d) Policies, procedures and bylaws of the Village are respected, acknowledged and followed accordingly
- e) Interactions with other Councillors and municipal staff are at all times respectful and professional
- f) Interactions with the Public demonstrate professionalism, including but not limited to the following
 - i) Under no circumstances will private matters be discussed with the Public
 - ii) Councillors shall refrain from demonstrating bias or delivery of misleading information while interacting with the Public
 - iii) Clear and concise communication shall be engaged while interacting with the public
 - iv) An individual Councillor may not speak for the Council, only state Council or committee decisions
 - v) All persons are treated fairly and equally
- g) Councillors shall avoid conflicts of interest notwithstanding pecuniary interests within the Act (Section 170), which include but are not limited to:
 - i) Relaying information to or persuasion of the public in a manner that provides personal benefit.
 - ii) Acceptance of gifts that may create bias, the perception of bias, or influence a decision-making process must be disclosed.
- h) Village assets and services are not to be taken advantage of which includes but is not limited to:
 - i) use Village property and private information for personal gain
 - ii) Inappropriate use of equipment and or materials under Village control
- i) Discussion with regards to staff performance shall be directed to the Administrator, and interactions between Council and staff shall be governed by Village policy and applicable legislation at all times
- j) Council will at all times abide by the law
- k) Recognition and accountability for these standards are accepted by Council

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- 3 Complaints regarding a Council's conduct can be made by fellow Councillors, the Administrator, any Village staff, or the Public. The accused must be made aware that a complaint is to be filed against them and for which specific breach of conduct(s). A Complaint Submission Form must be submitted in writing to the Administrator using the Complaint Submission Form attached. This document must be delivered confidentially. The accused may make a statement regarding their perspective on the situation to Council, after which time the form will be discussed in camera and evaluated by Council or by an appointed committee without the accused present. Once the allegations are reviewed, recommendations can be made.
- 4 Validity of complaints will be determined through Motions made by Council. If the accused is found guilty of breaching the Councillor Code of Conduct complaints duly submitted shall be deemed valid.
- 5 The types of sanctions that can be imposed for a breach in the Code of Conduct and how sanctions will be imposed if a complaint is determined to be valid will be decided utilizing the Village Procedural Bylaw. These sanctions or penalty options will be meaningful and effective and decided upon at Council's discretion on a case by case basis, using frequency and severity of offence as determining factors.

COMPLAINT SUBMISSION FORM

Date:

Name of Councillor Accused:

Date of Incident:

Location of Incident:

Time of Incident:

Witnesses:


Code(s) Breached:

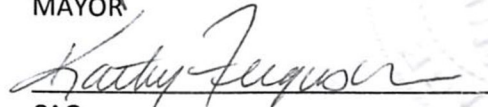
Description of Incident:

Print Name:

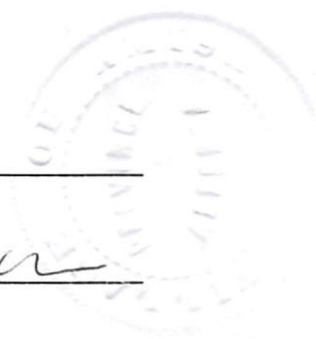
Signature:

READ A FIRST TIME THIS 20TH DAY OF FEBUARY A.D.. 2018
READ A SECOND TIME THIS 20TH DAY OF FEBRUARY A.D., 2018
READ A THIRD TIME AND PASSED THIS 20TH DAY OF FEBRUARY A.D., 2018
SIGNED THIS 20TH DAY OF FEBRUARY A.D., 2018

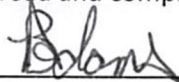


MAYOR


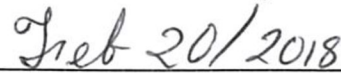
CAO



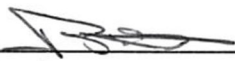
I have read and comply with the Village of AMISK Councillor Code of Conduct Bylaw No. 377-18.



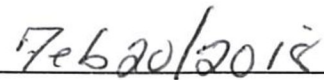
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