

## **COUNCIL CODE OF CONDUCT**

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Date Issued: Sept. 20, 2016

Responsibility: City Manager

Current Revision: Sept. 20, 2016

Cross Reference: Council Code of Conduct Bylaw  
C6-16

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### **PURPOSE**

To provide Members of Council with a process to bring forward perceived Code of Conduct complaints.

### **DEFINITIONS**

*Council Member* – any elected Member of Council including the Mayor

*In Camera* – a Council meeting which is held in private

*Pecuniary Interest* – a matter that could monetarily affect a Member or a Member's Family

### **PROCEDURE**

Should a Member of Council reasonably believe that another Council Member has violated the Code of Conduct, the following steps may be taken:

*Optional:* Speak privately with the Council colleague to air the concern and seek a collaborative solution. If no agreement is reached, proceed to Step 1.

Step 1: Discuss the matter at an in-camera meeting with all Council Members to seek input and advice of Council colleagues. Strive to resolve the issue through dialogue with the Member of Council in question.

Process to be followed during this meeting, subject to Council direction on a case by case basis:

- a) Member of Council who raised the concern is provided an opportunity to outline their concerns, and why this issue is important to them.
- b) Member of Council in question is provided an opportunity to respond to the concerns raised.
- c) Each Council Member is provided an opportunity to discuss their perspectives on the issue, and how the matter could be resolved.
- d) Once all comments have been raised, Member of Council in question is asked to indicate what action they intend to take to respond to the concerns raised.

- e) Member of Council who raised the concern is asked to indicate whether they feel the issue has been addressed satisfactorily. If yes, no further action is required; if no, proceed to Step 2.
- f) Upon receipt of a complaint, Council may take such steps as it considers appropriate, which may include hiring a third party investigator and/or seeking legal advice.

Step 2: Notice of Motion to be made that an issue governed by the Code of Conduct Bylaw will be brought forward to the next Council meeting concerning the conduct of the Member of Council in question.

Step 3: During the Council meeting where the Notice of Motion is considered, Council moves to an in-camera discussion. During the in-camera portion of the meeting, the Member of Council in question and the Member of Council who raised the concern may be asked to leave. Council members discuss in-camera:

- Legitimacy/seriousness of the concern.
- Appropriate course of action.
- Details of the recommended remedy, sanctions that will be made if there is no compliance, and timeline for compliance.

If Members of Council were asked to leave during the discussion, they would be invited to return and provided details of the recommended remedy, sanctions that will be made if there is no compliance, and timeline for compliance. Council returns from the in-camera discussion and a motion is made to issue the recommended remedy, sanctions that will be made if there is no compliance, and timeline for compliance in writing.

Step 4: The recommended remedy, sanctions that will be made if there is no compliance, and timeline for compliance are to be conveyed in writing by the Mayor to the Member of Council in question.

Step 5: If the remedies are not completed by the Member of Council in question within the specified timeframe, a Notice of Motion may be brought forward by any Member of Council requesting that sanctions be imposed in accordance with Step 3.

Step 6: During the Council meeting where the Notice of Motion is considered, Council moves to an in-camera discussion. During the in-camera portion of the meeting, Council members discuss whether or not sanctions shall be imposed. Council returns from the in-camera discussion and the motion to issue sanctions is voted on. If the proposed sanction is monetary, the Member must declare a pecuniary interest and leave the meeting.

Step 7: Compliance sanctions and length of sanction period are communicated in writing by the Mayor or Deputy Mayor, if applicable, to the Member of Council in question.

Step 8: Sanctions will be lifted at the end of the compliance period unless otherwise directed by Council.

*Note: Should the Mayor be the Member of Council whose conduct is in question, or where the Mayor is the Member of Council who has brought forward a complaint, the Deputy Mayor of the time will assume the role of the Mayor for the purpose of the complaint process.*