

**SUMMER VILLAGE OF CASTLE ISLAND
COUNCIL ORGANIZATIONAL MEETING
MONDAY, AUGUST 21ST, 2023 AT 5:00 PM
Wildwillow Admin Office 2317 TWP RD 545 Lac Ste. Anne County**

A G E N D A

1. **Call to Order (by Chief Administrative Officer or Alternate Admin)**
2. **Adoption of Agenda**
3. **Mayor – Nomination & Appointment & Official Oath of Office**
4. **Deputy Mayor - Nomination & Appointment & Official Oath of Office**
5. **Confirmation of Council Meeting Dates & Time** (was the third Monday of every second month at 5:00 p.m. at the Admin Office 2317 TWP RD 545 Lac Ste. Anne County).
6. **Confirmation of Bank Signing Authority** (two signatures required, one elected and one administration to always sign, any Council member and CAO or Administrative Assistant)
7. **Confirmation of Banking Authority** (Royal Bank of Canada)
8. **Confirmation of CAO Appointment** (Wildwillow Enterprises Inc. – Wendy Wildman)
9. **Confirmation of Auditor Appointment** (Doyle and Company)
10. **Confirmation of Solicitor Appointment** (Administration is recommending Patriot Law, Onoway, Alberta)
11. **Confirmation of Subdivision & Development Appeal Board** – (critical deficiency on Municipal Accountability Program review; Administration is recommending Milestone Municipal Services – Emily House; agreement and Bylaw required)
12. **Confirmation of Assessment Review Board** – (critical deficiency on Municipal Accountability Program review; Administration is recommending Capital Region Assessment Services Commission; new agreement and Bylaw required)
13. **Confirmation of FOIP Coordinator** (recommending Wildwillow Enterprises Inc., Wendy Wildman)
14. **Confirmation of Planning & Subdivision Authority** – (no Planning & Subdivision Authority is appointed)
15. **Confirmation of Integrity Commissioner** – (no current appointment; recommend Victoria Message)
16. **Confirmation of Designated Officers**
 - a) currently Bylaw 2008-04 – establishment of the position of Land and Building Assessment Officer – critical deficiency on Municipal Accountability Program review, a new Bylaw is required to appoint designated officers

17. Confirmation of Committee Appointments:

- a) North 43 Lagoon Commission (was Mayor Kupchenko)
- b) Summer Villages of Lac Ste Anne County East – all of Council
- c) West Inter Lake District Regional Water Services Commission (was Mayor Kupchenko and Councillor Elkow)
- d) Emergency Management (was Councillor Elkow)

18. Municipal Office Location (Wildwillow Administration Office 2317 TWP. RD. 545 Lac Ste. Anne County)

19. Council Acknowledgements

- a) **Municipal Government Act – Section 208(1)** Pursuant to section 208(1) of the MGA outlining Council's legislative responsibilities be acknowledged as received (attached)
- b) **Council and Council Committee Procedural Bylaw** – Council to review and accept or amend Council and Council Committee Procedural Bylaw 2011-02 (attached)
- c) **Public Participation Policy and Public Participation Plan** – Administration could not locate a policy or plan, this will need to be developed for the Summer Village
- d) **Council Code of Conduct Bylaw** – Bylaw 2023-01 (attached)

23. Adjournment

- (b) ensures that the policies and programs of the municipality are implemented;
- (c) advises and informs the council on the operation and affairs of the municipality;
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.

1994 cM-26.1 s207

Performance of major administrative duties**208(1)** The chief administrative officer must ensure that

- (a) minutes of each council meeting
 - (i) are recorded in the English language,
 - (ii) include the names of the councillors present at the council meeting,
 - (iii) are given to council for adoption at a subsequent council meeting, and
 - (iv) are recorded in the manner and to the extent required under section 230(6) when a public hearing is held;
- (b) all bylaws, minutes of council meetings and other records and documents of the municipality are kept safe;
- (c) the Minister is sent a list of all the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;
- (d) the council is advised in writing of its legislative responsibilities under this Act.

(2) Subsection (1) applies to the chief administrative officer in respect of council committees that are carrying out the powers, duties and functions delegated to them by the council.

RSA 2000 cM-26 s208;2015 c8 s22;2019 c22 s10(7)

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

RSA 2000 cM-26 s209;2015 c8 s23

**Summer Village of Castle Island
Bylaw No. 2011 - 02**

A bylaw of the Summer Village of Castle Island to regulate Council meeting procedures.

The Council of the Summer Village of Castle Island, in the Province of Alberta, hereby enacts as follows:

1. TITLE

1.1 This Bylaw is called "the Meeting Procedures Bylaw".

2. DEFINITIONS

2.1 "Act" means the Municipal Government Act, S.A. 1994, c.M-26 as amended or replaced from time to time;

2.2 "Administrator" is the person appointed by Council as the Chief Administrative Officer pursuant to the Municipal Government Act;

2.3 "Agenda" is the list of items and order of business for any meeting;

2.4 "Bylaw" is a Bylaw of the Summer Village;

2.5 "Chairman" is the person presiding at meetings, and when in attendance at a Council meeting, shall mean the Mayor;

2.6 "Council" is the Members of Council of the Summer Village of Castle Island elected pursuant to the provisions of the Local Authorities Election Act.

2.7 "Deputy Mayor" is the Member of Council who is appointed pursuant to the Municipal Government Act to act as Mayor in the absence or incapacity of the Mayor;

2.8 "In camera" is a Committee session that is held in private and may include any person or persons invited to attend by Council;

2.9 "Mayor" is the member of Council duly appointed to office pursuant to Section 150(2) of the Municipal Government Act;

2.10 "Person" shall include an individual, partnership, association, body corporate, trustee, executor, administrator, or legal representative;

2.11 "Quorum" is a majority of those members elected and serving on Council;

2.12 "Recorded Vote" is the call, by a member, prior to the vote on a motion, for a record to be kept of the members voting for and against a motion;

**Summer Village of Castle Island
Bylaw No. 2011-02**

A bylaw of the Summer Village of Castle Island to regulate Council meeting procedures.

2.13 "Resolution" means a motion made by Council;

2.14 "Special Meeting" is a meeting called pursuant to Section 194 of the Municipal Government Act.

3. APPLICATION

3.1 This Bylaw shall govern the proceedings of council and shall be binding upon all Members.

3.2 When any matter relating to the meeting procedures is not addressed in the Bylaw, Robert's Rules of Order, if applicable, shall apply.

3.3 In the event of a conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.

3.4 In the absence of any statutory obligation, any provision of this Bylaw may be waived by resolution of Council if 2/3 of all members of Council present vote in favour of dealing with the matter under consideration.

4. QUORUM

4.1 As soon as there is a Quorum of Members of Council after the hour fixed for the meeting, the Chairman shall take the Chair and call the meeting to order.

4.2 Unless a Quorum is present within thirty (30) minutes after the time appointed for the meeting, the Chief Administrative Officer shall call the roll and record the names of the members present. Council shall stand adjourned until the next meeting unless a Special meeting be duly called in the meantime.

4.3 In the event that a Quorum is lost after the meeting is called to order, the meeting will be suspended until Quorum is obtained. If a Quorum is not obtained within 30 minutes, the meeting shall stand adjourned.

5. REGULAR COUNCIL MEETING

5.1 Council shall hold as many meetings in each year as are considered necessary to adequately deal with the business of the Summer Village.

5.2 The Council at any meeting may decide when to hold a regular meeting of Council and a resolution shall state the day, hour and place of such meeting.

5.3 The duration of Regular Meetings of Council shall adjourn no later than four (4) hours after being Called to Order. Upon majority vote of Council the meeting may be extended one half hour.

**Summer Village of Castle Island
Bylaw No. 2011-02**

A bylaw of the Summer Village of Castle Island to regulate Council meeting procedures.

5.4 The Council shall hold its meetings openly, unless Section 197(2) of the Municipal Government Act applies.

5.5 The preparation of the regular Council meeting Agenda shall proceed as follows:

5.5(1) Items initiated by Members of Council are submitted to the Office of the Chief Administrative Officer.

5.5(2) An Agenda listing the order of business for the use of Members of Council shall be prepared by the Chief Administrative Officer and shall be reviewed with the Mayor prior to the meeting.

6. PUBLIC PRESENTATIONS TO COUNCIL

6.1 Requests to speak to Council together with a copy of the specific subject matter of the presentation and the amount of presentation time required to a maximum of 15 minutes shall be provided to the Chief Administrative Officer at least 12 days prior to a regular meeting of Council. Requests received less than 12 days before a regular meeting of Council shall be included on the Agenda for the next regular meeting immediately following. This notice period may be waved at the discretion of the majority of Council.

6.2 Matters of a confidential nature as described in Section 7 of this Bylaw shall not be discussed during Public Presentations to Council.

6.3 Verbal presentations shall be limited to the amount of time allocated on the Agenda unless there is consent by Council to extend the allotted time. The extension of time limits for any verbal presentations during Public Presentations to Council may be granted by consent of Council if, (1) the issue or Bylaw under discussion is deemed by Council to be contentious or complex and the allotted time is not sufficient, in the opinion of Council, to give the matter consideration; (2) the granting of an extension of time will not prejudice the rights of other presenters to their allotted presentation time as prescribed by this Bylaw.

6.4 Debate concerning matters raised during public presentations shall take place at the discretion of Council.

6.5 Information presented by a Person or Group shall relate only to the specific subject matter for which the presentation was originally requested.

**Summer Village of Castle Island
Bylaw No. 2011-02**

A bylaw of the Summer Village of Castle Island to regulate Council meeting procedures.

6.6 Each person or Group will be given an opportunity to make a public presentation only once in respect of a given issue. Council may waive this restriction if it is of the view there have been significant new developments in respect of the issue or if sufficient time has elapsed such that Council is prepared to consider the issue again.

7. IN-CAMERA SESSIONS

7.1 Matters which are within one of the categories of information referred to in Section 217 of the Municipal Government Act may be considered at an In-camera meeting or portion of a meeting.

7.2 Council has no power at an In-camera session to pass any Bylaw or resolution apart from the resolution necessary to revert back to an open meeting.

8. GENERAL RULES OF COUNCIL

8.1 The Mayor or presiding officer shall preserve order and decorum, and decide questions of order. The decision of the Mayor or presiding officer shall be final unless reversed or altered by a majority vote of the members present without debate.

8.2 Members of Council shall not:

8.2(1) Use offensive words or unparliamentarily language in the meeting;

8.2(2) Disobey the rules of the meeting or decision of the Chairman or of Members of Council on questions of order or practice; or upon interpretation of the rules of the meeting.

8.2(3) Leave their seat or make any noise or disturbance while a vote is being taken and the result is declared .

8.2(4) Interrupt a Member of Council while speaking, except to raise a Point of Order.

9. GENERAL DUTIES OF COUNCIL

9.1 To consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare and interest of the municipality.

9.2 To participate generally in developing and evaluating the policies and programs of the municipality.

9.3 To participate in Council meetings.

**Summer Village of Castle Island
Bylaw No. 2011-02**

A bylaw of the Summer Village of Castle Island to regulate Council meeting procedures.

9.4 To keep in confidence matters discussed in private at a Council or Council Committee meeting until discussed at a meeting held in public.

9.5 To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

10. ORGANIZATIONAL MEETING

10.1 An Organizational Meeting of council shall be held annually as required by the Municipal Government Act not later than August 31 each year.

10.2 Appointment of the Mayor and Deputy Mayor.

10.3 Appointment of members to act on committees and other bodies upon which Council is entitled to sit.

10.4 Any such other business as is required by the Municipal Government Act.

11. EFFECTIVE DATE

11.1 This Bylaw comes into effect upon the final passing and proper signing thereof.

Read a first time this 8 day of February, 2011.

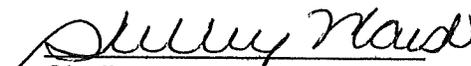
Read a second time this 8 day of February, 2011.

Read a third time this 8 day of February, 2011.

Summer Village of Castle Island



Cornelia Helland
Mayor



Shelley Marsh
CAO

**A BYLAW OF THE SUMMER VILLAGE OF CASTLE ISLAND, IN THE
PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES
ESTABLISHED BY THE COUNCIL**

WHEREAS Municipal Councils must, by bylaw, establish a code of conduct governing the conduct of Councillors, pursuant to the *Municipal Government Act, RSA 2000 Chapter M-26* as amended from time to time; and

WHEREAS Municipal Council may establish a code of conduct governing the conduct of members of council committees and other bodies established by the council pursuant to the *Municipal Government Act, R.S.A. 2000 Chapter M-26* as amended from time to time; and

WHEREAS the elected officials of the Summer Village of Castle Island recognize that they have an obligation to serve the public in a conscientious and diligent manner; understanding that the function of Council members is to seek the common good of the municipality as a whole and acknowledging that they are held to a higher standard of ethical behavior and conduct due to the trust that has been placed in them; and

WHEREAS, the Council for the Summer Village of Castle Island wishes to exercise its authority pursuant to the Municipal Government Act to enact a bylaw to provide for the Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council;

NOW THEREFORE the Council of the Summer Village of Nakamun Park, in the Province of Alberta, duly assembled, hereby enacts as follows:

1. SHORT TITLE

- 1.1.** This Bylaw may be cited as the "Code of Conduct Bylaw".

2. DEFINITIONS

- 2.1.** "Act" means the *Municipal Government Act, R.S.A. 2000 Chapter M-26*, as amended from time to time.
- 2.2.** "Bylaw" means a bylaw of the Summer Village of Castle Island.
- 2.3.** "Chief Administrative Office," or "CAO" means the person appointed to the position of Chief Administrative Officer by Council.
- 2.4.** "Code of Conduct" means the Summer Village of Castle Island Code of Conduct for Members of Council, Council Committees and Other Bodies Established by Council.

- 2.5. "*Committee*" means a board, commission, authority, task force or any other public body established by Council.
- 2.6. "*Confidential Information*" means any information that is prohibited from being disclosed under Alberta's Freedom of Information and Protection of Privacy Act (FOIPP) and also includes any information received by a Member in confidence by virtue of their position on Council, a Council Committee or other body established by the Council, as well as matters discussed in meetings that have been closed to the public, unless those matters have subsequently been made public by Council.
- 2.7. "*Council*" means the Council of the Summer Village of Castle Island.
- 2.8. "*Integrity Commissioner*" or "*Commissioner*" means the individual appointed by Council to receive, assess, investigate and adjudicate complaints regarding breach of the Code of Conduct.
- 2.9. "*Member*" is intended to include both Members of Council and Members of Council Committees or other bodies established by the Council.
- 2.10. "*Member of Council*" means a duly elected Member of Council and includes the Mayor and Deputy Mayor.
- 2.11. "*Member of Council Committee or other body established by the Council*" means member of a committee, board, authority, task force or other body duly appointed by Council.
- 2.12. "*Summer Village*" means the Corporation or the Summer Village of Castle Island.

3. CODE OF CONDUCT

- 3.1. That the *Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council* is attached hereto as "Schedule A" and forms part of this bylaw.

4. PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS

- 4.1. That the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct*, is attached hereto as "Schedule B" and forms part of this bylaw.

5. AMENDMENTS

- 5.1. That amendments or additions to the *Code of Conduct for members of Council, Council Committees and Other Bodies Established by the Council* (Schedule A) or the *Procedure for Complaints, Investigations and Sanctions Regarding Breach of the Code of Conduct* (Schedule B) will require an amendment to this Bylaw.

6. INTERPRETATION

- 6.1.** Terms which are not defined in the Code of Conduct Bylaw will be given their ordinary meaning.
- 6.2.** Within the text of the Code of Conduct Bylaw:
- a)** use of a pronoun or determiner which indicates one gender shall include all genders unless the context requires otherwise, and
 - b)** use of the singular shall include the plural and the plural shall include the singular as the context requires.

7. SEVERABILITY

- 7.1.** It is the intention of the Council of the Summer Village of Castle Island that each section of this Bylaw should be considered as being separate and severable from all other sections. Should any section or part of this Bylaw be found to have been improperly enacted, then such section or part shall be regarded as being severable from the rest of this Bylaw and that the Bylaw remaining after such severance shall be effective and enforceable.

8. COMING INTO FORCE

This Bylaw shall come into effect upon the third and final reading and signing of this Bylaw

READ a first time this 17th day of July, 2023.

READ a second time this 17th day of July, 2023.

UNANIMOUS CONSENT to proceed to third reading this 17th day of July, 2023.

READ a third and final time this 17th day of July, 2023.

SIGNED this 17th day of July, 2023

Mayor, Ian Kupchenko

Chief Administrative Officer, Wendy Wildman

SCHEDULE A

THE SUMMER VILLAGE OF CASTLE ISLAND CODE OF CONDUCT FOR MEMBERS OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES ESTABLISHED BY THE COUNCIL

1. PURPOSE AND PRINCIPLES

- 1.1.** The purpose and intent of this Code of Conduct is to establish standards of conduct for Members of Council, Council Committees and other bodies established by the Council so that they may carry out their entrusted duties with diligence and impartiality while maintaining the highest standard of integrity.
- 1.2.** The Code is intended to supplement existing superior legislation and municipal bylaws and policies that govern the conduct of Members of Council, Council Committees and other bodies established by the Council.
- 1.3.** The key principles underlying this Code of Conduct are as follows:
 - a)** The public should have confidence that the elected and appointed officials of the Summer Village of Castle Island operate from a basis of integrity, justice, courtesy and propriety and will carry out their duties in a fair, impartial and transparent manner;
 - b)** Holding public office is a privilege and responsibility and Members shall put the interests of the residents and ratepayers of the municipality as a whole above personal interests;
 - c)** Members should demonstrate respect for the law and for the policies, procedures and processes of the Summer Village of Castle Island;
 - d)** Members have a duty to treat members of the public, representatives from other agencies or municipalities, each other and staff with respect and dignity and without abuse, bullying or intimidation;
 - e)** Members of Council, Council Committees and other bodies established by the Council must exercise due care in the treatment of any Confidential Information obtained through their elected or appointed positions.

2. COMPLIANCE WITH CODE OF CONDUCT

- 2.1.** This Code of Conduct applies to all Members of Council and Members of Council Committees and other bodies established by the Council and all Members must observe and comply with all provisions of the Code of Conduct as well as other policies and procedures established by Council which affect the Member.
- 2.2.** Members of Council shall sign and agree to comply with the Code of Conduct at or prior to the first meeting of Council after their election to office.

- 2.3.** Members of Council Committees or other bodies established by the Council of the Summer Village of who are not Members of the Summer Village of Castle Island Council or the Council of another municipality, shall sign and agree to comply with the Summer Village of Castle Island Code of Conduct on or before attending their first committee meeting. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 2.4.** Members of Council of the Summer Village of Castle Island, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Castle Island Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council.
- 2.5.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 2.6.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 2.7.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.

3. GENERAL PERSONAL CONDUCT

- 3.1.** Members shall strive for excellence in the performance of their duties of Council, Council Committees or other bodies established by the Council.
- 3.2.** As representatives of the Summer Village of Castle Island, Members will, at all times, conduct themselves in all their affairs with integrity so as to reflect positively on the municipality and promote public confidence.
- 3.3.** Members of Council shall carry out their duties with impartiality, putting the interests of the residents and ratepayers of the whole municipality above personal interests.
- 3.4.** Members will take particular care to ensure that during meetings of Council, Council Committees or other bodies established by the Council, they do not make comments that could be offensive to other Members, staff or the public or that could be construed as sexist, racist or otherwise discriminatory.
- 3.5.** Members will conduct municipal business and their duties in an open and transparent manner so that the public can understand the process and rationale that has been used to make decisions.

- 3.6.** Members of Council shall show respect for other Members of Council, for decisions and the decision-making process of Council and for Council procedures as outlined in the Summer Village of Castle Island Procedural Bylaw. Members of Council Committees or other bodies established by the Council who are Members of a Council of another municipality will adhere to their own municipality's Code of Conduct for Members of Council.
- 3.7.** Members of Council of the Summer Village of Castle Island, who are Members of another municipality's Council Committee or other body created by the Council of that municipality, are expected to adhere in their dealings with that committee to the Summer Village of Castle Island Code of Conduct for Members of Council, Council Committees and Other Bodies established by the Council.
- 3.8.** Members of Council Committees or other bodies established by the Council who are not Members of a municipal council who fail to sign and agree to comply with the Code of Conduct may be required to relinquish their position on the Committee.
- 3.9.** The venue for discussions on matters before Council, a Council Committee or other body established by the Council is within their respective meetings. Members shall not engage in debate with each other via public mediums such as letters to the editor, bios or social media.
- 3.10.** Members are expected to use good judgement as to what is appropriate use of electronic social media and must not communicate anything that could harm the reputation of the Summer Village of Castle Island. Providing personal comments on matters before Council, Council Committees or other bodies established by the Council on social media is inappropriate.
- 3.11.** All Members shall respect the processes for complaints and investigations under the Code of Conduct and cooperate fully with these processes.
- 3.12.** No Member shall threaten or undertake any act of reprisal against a complainant or a person providing information in the investigation of an alleged violation of the Code of Conduct.
- 3.13.** If a difference or conflict between Members is not easily resolved, processes outlined in the Procedure Bylaw and best practices in conflict resolution shall be employed in order to resolve the issue and maintain working relationships among Members.

4. OBLIGATIONS OF MEMBERS

- 4.1.** Members must conduct themselves in accordance with the requirements and obligations set out in municipal, provincial and federal legislation or regulations, including but not limited to the following:
- a)** Alberta Human Rights Act;
 - b)** Alberta Local Authorities Election Act;
 - c)** Canadian Human Rights Act;
 - d)** Criminal Code of Canada;

- e) Freedom of Information and Protection of Privacy Act;
- f) The Summer Village of Castle Island Procedural Bylaw;
- g) Municipal Government Act;
- h) Occupational Health and Safety Act, Regulation and Code, including the Summer Village of Castle Island Health and Safety Program.

4.2. As outlined in the Municipal Government Act, Members of Council have a duty to participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by Council. This duty includes an obligation to vote on all matters for which they are present, excepting any restrictions outlined in the Municipal Government Act including those outlined pertaining to conflict of interest situations.

4.3. All Members are expected to be suitably prepared for meetings of Council or any Committee or other body established by the Council on which they serve.

4.4. All Members must attend orientation or training sessions as offered by the municipality.

5. AVOIDANCE OF CONFLICTS OF INTEREST

5.1. Members of Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Council.

5.2. Members of a Council Committee or other body established by the Council shall disclose any pecuniary or personal interest that may influence or appear to influence their decision in a matter that comes before the Committee or other body on which they serve.

5.3. Members shall remove themselves from the proceedings regarding any matter in which they have a pecuniary interest. For clarity, as outlined in Section 172 of the Municipal Government Act, "proceedings" includes discussion and voting on the subject matter in a meeting and "remove" means both abstaining from voting and physically vacating the meeting room for the duration of the proceedings.

5.4. Members shall not influence or attempt to influence a decision in a matter that they have a pecuniary or personal interest which comes before Council, a Council Committee or other body established by the Council on which they serve.

5.5. Members shall not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or other body established by the Council.

5.6. Members shall not allow their personal interests or connection to volunteer organizations to influence their impartiality with respect to the duties they

carry out as Members of Council, a Council Committee or other body established by the Council.

- 5.7. Members shall not engage in any activity that is incompatible with the ethical performance of their official duties in the public interest, as members of Council, as Council Committee or other body established by the Council.

6. USE OF MUNICIPAL ASSETS AND SERVICES

- 6.1. Members shall use municipal assets and services for activities relevant to their role as Members of Council, a Council Committee or other body established by the Council, and in accordance with any applicable municipal policy or procedure.
- 6.2. Members shall use municipal computers, smart phones or other related technology devices or systems, including email and internet, in accordance with the municipality's policies and procedures
- 6.3. Members of Council shall not use the property, land, facilities, equipment, supplies, services or other resources of the municipality for any election campaign or campaign-related activities, unless otherwise authorized by policy or bylaw or expressly in cases when the use of public assets is part of a public election forum open to all candidates and sanctioned by the municipality.
- 6.4. No Member of Council shall use the services of persons for election-related purposes during hours in which those persons are receiving compensation from the municipality.
- 6.5. No Member shall obtain personal or financial gain or advantage through the use of municipal assets or services or from municipally developed intellectual property.

7. USE OF INFLUENCE OF OFFICE

- 7.1. No Member shall use the influence of his or her position on Council, a Council Committee or other body established by the Council for any purpose other than for the exercise of his or her official duties.
- 7.2. Members shall not use their position to obtain employment or contracts with the municipality for themselves, family members or close associates.

8. ACCEPTANCE OF GIFTS OR BENEFITS

- 8.1. Acceptance of gifts or benefits by a Member shall be in accordance with federal and provincial legislation and must be accepted or reported in accordance with any Summer Village policy or procedure.
- 8.2. Members shall ensure that they do not place themselves in a position of obligation to any person or organization which may benefit from special consideration or preferential treatment from Council, a Council Committee or

other body established by the Council through the acceptance of gifts or benefits.

9. INTERACTIONS WITH MUNICIPAL STAFF

- 9.1.** Council's sole employee is the Chief Administrative Officer (CAO); Members of Council will respect the CAO's authority to direct staff.
- 9.2.** Members will treat municipal staff with dignity, understanding and respect and will adhere to any of the Summer Village of Castle Island policies, procedures or directives in order to ensure that the municipal work environment is free from discrimination, bullying and harassment.
- 9.3.** No Member shall use, or attempt to use, their authority for the purpose of influencing any staff member with the intent of interfering in staff's duties.
- 9.4.** No Member shall maliciously or falsely impugn or injure the professional or ethical reputation of staff and all Members shall show respect for the professional capacities of the staff of the municipality.
- 9.5.** No Members shall compel staff to engage in partisan political activities or subject staff to threat or discrimination for refusing to participate in such activities.

10. INTERACTIONS WITH OTHER AGENCIES OR MUNICIPALITIES AND THE PUBLIC

- 10.1.** In the performance of their duties, Members will treat representatives of other agencies or municipalities and members of the public with dignity, understanding and respect and will adhere to any and or all of the Summer Village of Castle Island policies, procedures or directives put in place to ensure that workplace environments are free from discrimination, bullying and harassment.

11. CONFIDENTIAL INFORMATION

- 11.1.** Personal information collected by the Summer Village of Castle Island will only be used for the purpose for which it was collected, and only disclosed if such disclosure complies with Alberta's Freedom of Information and Protection of Privacy Act (FOIPP).
- 11.2.** Members are encouraged to acquire an understanding of the principles of FOIPP.
- 11.3.** Members shall not release information subject to solicitor-client privilege without express authorization from Council unless required by law to do so.
- 11.4.** Members shall not release or divulge any matters discussed while in a closed meeting including any aspect of the closed meeting deliberations to anyone,

unless expressly authorized by Council or required by law to do so.

- 11.5.** Members who speak or write publicly are responsible for ensuring that they do not divulge Confidential Information.
- 11.6.** The responsibility for protecting Confidential Information includes the responsibility for ensuring that documents or digital information are not directly or indirectly made available to unauthorized persons.
- 11.7.** No Member shall use Confidential Information for personal gain or benefit, or for the personal gain or benefit of any other person or body.
- 11.8.** A Member's responsibility for maintaining confidentiality extends beyond the term of office or the period of appointment.

12. IMPLEMENTATION

- 12.1.** The Code of Conduct for Members of Council, Council Committees and Other Bodies Established by the Council and the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will be adopted by bylaw as required by Section 146.1 of the Municipal Government Act, or as amended from time to time.
- 12.2.** Amendments or additions to the Code of Conduct or the Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct will require an amendment to the Code of Conduct Bylaw.
- 12.3.** Council will review the Code of Conduct on an annual basis at the Organizational Meeting to ensure it is current and remains relevant to the day-to-day conduct of Members.
- 12.4.** Council will appoint an Integrity Commissioner who will be responsible for accepting, assessing, investigating and adjudicating complaints or requests for investigation regarding breach of the Code of Conduct.
- 12.5.** The process for appointing the Integrity Commissioner will be the same process as for appointments to Council Committees or other bodies established by Council.
- 12.6.** The position of Integrity Commissioner will be a paid contract position, with an appropriate hourly rate of pay or daily per diem, to be established by Council at the time of appointment. The Commissioner may also be reimbursed for expenses approved by the Mayor, or the Deputy Mayor or any 2 members of Council who are not the subject of any complaint under investigation.
- 12.7.** The term for an Integrity Commissioner will be 4 years; a Commissioner may be re-appointed at the end of their first term but may not serve more than two (2) consecutive terms.
- 12.8.** If at any time it is determined by Council that the Integrity Commissioner has

conflict of interest or has acted in an unfair or unethical manner, Council may require the Commissioner to relinquish their position.

- 12.9.** Complaints and requests for investigations into allegations that a Member has breached the Code of Conduct will follow the procedure outlined in the *Procedure for Complaints Investigations and Sanctions Regarding Breach of the Code of Conduct*, Schedule B of the Code of Conduct Bylaw.

SCHEDULE B

THE SUMMER VILLAGE OF CASTLE ISLAND PROCEDURE FOR COMPLAINTS, INVESTIGATIONS AND SANCTIONS REGARDING BREACH OF THE CODE OF CONDUCT

Where a member of the public, a Member of Council, a Member of a Council Committee or other body established by the Council, or an employee of the Summer Village of Castle Island, has reasonable grounds to believe that a Member has breached this Code, a complaint or request for inquiry may be submitted in confidence to the Integrity Commissioner or to a designated alternate in the absence of the Commissioner.

All complaints or requests for inquiries must be in writing and should include:

- a) the complainant's name and contact information;
- b) the name of the Member(s) to whom the complaint relates;
- c) the nature of the alleged contravention;
- d) the specific provision(s) of the Code allegedly contravened;
- e) names of any witnesses to the alleged contravention;
- f) any other supporting documentation that will assist the Commissioner in evaluating the complaint.

The Commissioner may refuse to undertake an investigation if the complainant fails to provide sufficient documentation to support their complaint.

If after reviewing the complaint, if the Commissioner determines that the complaint is an allegation of a criminal nature consistent with the Criminal Code, the Commissioner will inform the complainant that the allegation must be made through the appropriate police service.

If the complainant is a Member or municipal staff, the Commissioner will review the complaint to determine if it falls under any of the Summer Village's harassment or respectful workplace policies, procedures or directives intended to ensure a working environment free of discrimination, bullying and harassment. If it does, the Commissioner will advise the complainant to contact the appropriate party (CAO, Manager or Supervisor) to initiate the process outlined in the applicable policy, procedure or directive.

Formal investigation of any complaint will be at the discretion of the Commissioner. If the Commissioner finds the allegations to be frivolous or unsubstantiated, he or she may decline to conduct an investigation and will inform the complainant of this decision.

If it is found that an investigation is warranted, the Member whose conduct is in question will be provided with a copy of the complaint and supporting documentation and be given the opportunity to provide a written response to the allegations being made.

Once the investigation is complete, the Commissioner will submit a written report which may include statements from both the complainant and the Member who is the subject of the complaint as well as a recommendation for appropriate sanctions (if any) to the Council of the Summer Village of Castle Island. The report will be discussed at a closed meeting session of Council. Neither the Member who is the subject of the complaint, nor

the complainant may attend this closed meeting session but they may submit written statements to the Commissioner for consideration and inclusion in the report to Council, if they choose to do so. Council (excluding the Member who is subject of the complaint) will then determine what sanctions (if any) will be imposed. In the event that all of Council are the subjects of the complaint, it will fall to the Commissioner to determine what sanctions (if any) will be imposed.

The Commissioner may recommend that Council impose any of the following sanctions:

- a) Require a written or verbal public apology;
- b) Require additional training on ethical and/or respectful conduct;
- c) Return of property or reimbursement of its value or of monies spent;
- d) Removal from membership of a Committee; Removal as chair of a Committee;
- e) Reporting the misconduct to Alberta Municipal Affairs or another appropriate authority;
or
- f) Other consequences as deemed appropriate and necessary but not including disqualification of a Member of Council.

The results of an investigation by the Commissioner and the imposition (or lack of the imposition) of sanctions by Council or the Commissioner have no appeal mechanism and are to be considered final.