



VILLAGE OF SAYWARD

BYLAW NO. 512

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR VILLAGE OF SAYWARD COUNCIL

WHEREAS the purposes of the Village of Sayward include providing good government for its community, pursuant to Part 2 and 5 of the *“Community Charter”*.

AND WHEREAS the Village of Sayward seeks to maintain and enhance the quality of life for its residents through effective, responsible and responsive government.

AND WHEREAS the Village of Sayward wishes to establish principles and guidelines for the conduct of its elected officials in providing good government for the Village of Sayward.

NOW THEREFORE the Council of the Village of Sayward, in open meeting assembled, enacts as follows:

PART 1 - INTERPRETATION

Definitions

1. In this bylaw, unless the context otherwise requires:

“Bylaw” means this bylaw.

“Chair” means the Mayor or their designate.

“Confidential Information” is defined within section 37 of this Bylaw.

“Complaint” means a formal allegation that a Council member has breached this Bylaw and which is submitted to the *Integrity Commissioner* in accordance with the complaint procedure set out in this Bylaw.

“Complainant” means a person who has submitted a Complaint to the *Integrity Commissioner*.

“Council” means the governing body of elected officials of the Village of Sayward.

“Council member” or **“member of Council”** means the elected officials of the Village of Sayward.

“code” or **“Code of Conduct”** means the Code of Conduct established by this Bylaw.

“Chief Administrative Officer” or **“CAO”** means the Chief Administrative Officer duly appointed by Council and persons duly appointed by Council in an acting or interim capacity.

“Integrity Commissioner” means the person appointed by Council to fulfill the duties and responsibilities assigned to that position as set out in this Bylaw.

“Personal Information” has the same meaning as defined in the *Freedom of Information and*

Protection of Privacy Act, RSBC 1996, c. 165;

“Presiding member” means the person who is chairing a Council meeting or Committee of the Whole Council meeting and includes a Council member designated as the member responsible for acting in the place of the Chair.

“Staff” means an employee, contract employee or contractor of the Village and includes the CAO unless otherwise stated in this bylaw or the context requires.

“Village” means the Village of Sayward.

“Workplace” includes, but is not limited to, work sites owned, operated or controlled by the Village, including the municipal hall, operations centres, fire hall, parks locations and buildings, construction or maintenance sites, business related social functions, work locations away from the foregoing venues, work related conferences and training sessions, and work related travel.

2. Unless otherwise provided in this Bylaw, any other words and phrases used herein have the same meanings as in the *Community Charter*, SBC 2003, and *Interpretation Act*, RSBC 1996, c. 238, or as the context and circumstances may require.
3. A reference to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation or bylaw refers to that enactment, as amended or replaced from time to time.
4. Words in the singular include the plural and gender specific terms include both genders and corporations.
5. Headings in this Bylaw are for convenience only and must not be construed as defining, or in any way limiting the scope or intent of this Bylaw.
6. If any part of this Bylaw is held to be invalid by a court of competent jurisdiction, the invalid part is severed and the remainder continues to be valid.
7. Without limitation, this Bylaw applies in respect of the Workplace and elsewhere, and without limitation applies to the use of social media by a member of Council.

PART 2 – GENERAL

Application

8. This Bylaw applies to the conduct of *Council members*.
9. A *Council member* or the CAO may be a Complainant. For greater certainty, all Complaints by *Staff* about a Council member will be subject to the complaint and resolution procedures within the Village’s Respectful Workplace Policy #200-03.
10. This Bylaw does not apply to a *Council member’s* conduct in their personal life, except to the extent that such conduct reasonably undermines, or has the potential to reasonably undermine, public confidence in the Village governance.

Principles and Values

11. *Council* is committed to performing its functions of office truthfully, faithfully and impartially to the best of its knowledge and ability based on the following values:
 - (a) to work as a committed team in a spirit of collaboration and community;
 - (b) to be caring and respectful in all interactions and relationships;
 - (c) to be open and honest, and to adhere to the highest standards of ethical conduct;
 - (d) to deliver effective public service through professionalism and creativity; and
 - (e) to be accountable to its constituents.

General Conduct of Council

12. *Council members* must adhere to the key values and provisions of the *Code of Conduct* and must ensure that:
 - (a) public business is conducted with integrity in a fair, honest and open manner;
 - (b) they respect one another, the public and *Staff* and recognize the unique role and contribution each person has in making the *Village* a better place to work and live;
 - (c) their conduct in the performance of their duties and responsibilities with the *Village* be above reproach;
 - (d) decision-making processes be accessible, participatory, understandable, timely and just, in addition to satisfying the requirements of applicable enactments; and
 - (e) they act with due regard for the broadest public interest.

Standards of Responsible Conduct

13. *Council members* will demonstrate and abide by the Standards of Responsible Conduct set out below:
 - (a) Integrity is demonstrated by the following behaviours and *members of Council* will:
 - (i) be truthful and honest in all matters and in all dealings with their elected colleagues, *Staff*, members of the public, other community and local government stakeholders, the media, and through social media in their role as a representative of the *Village*;
 - (ii) ensure their actions are consistent with the shared principles and values collectively agreed to by the *Village*;
 - (iii) follow through on their commitments in a timely manner;
 - (iv) correct errors in a timely, transparent and reasonable manner;
 - (v) engage in respectful communication, dialogue and debate in all matters and in all dealings at all times;
 - (vi) make informed and well-reasoned decisions by directing their minds to the merits of the matter before them for consideration, ensuring that they act on the basis of relevant information, legal implications, and in consideration of the consequences of their decisions;

(vii) conduct and comport themselves in a manner that promotes and inspires public confidence and trust in local government and in all of their dealings as a local government official and representative;

(viii) conduct and comport themselves in a manner which avoids any perception of pecuniary or non-pecuniary conflict of interest, improper use of office, or other unethical or illegal conduct;

(ix) conduct and comport themselves in a manner which upholds the public interest by diligently serving citizens and communities within their sphere of influence in a manner which best serves the communities' interests and not their own, or the interests of a select few;

(x) conduct and comport themselves in a manner that is consistent, fair, non-prejudicial, non-discriminatory and unbiased in all their dealings as a local government official and representative;

(b) Respect is demonstrated by the following behaviours and *members of Council* will:

(i) treat every person with dignity, understanding, courtesy, politeness, civility and respect irrespective of differences of opinion, perspectives, beliefs, traditions or values;

(ii) respect the role of the *Chair* or Presiding Member and treat that person with respect and deference at all times;

(iii) abide by the rules of procedure adopted by the Village, including the *Council Procedure Bylaw No. 416, 2015*;

(iv) respect the distinct roles and responsibilities of *Village Staff*, the CAO and commit to fostering a positive working relationship between *members of Council*, *Staff*, the CAO and members of the public, and other community and local government stakeholders;

(v) refrain from publicly criticizing a member of *Council*, *Staff* or the CAO;

(vi) call for, and expect that respect be shown to *members of Council*, *Staff*, the CAO and members of the public by other citizens, and other community and local government stakeholders;

(vii) value the role of diverse perspectives and will show due consideration for every person's contribution by listening actively and respectfully to another person's perspective or point of view during discussion, debate, collaboration and decision making;

(viii) demonstrate awareness of their own conduct and behaviour, and manage and adjust their conduct and behaviour accordingly and as circumstances warrant;

(ix) create an environment of trust and will consider and be sensitive to how their choice of words, tone, conduct and behaviour can be perceived by a reasonable person as offensive, rude, derogatory, disrespectful, discriminatory, harassing, bullying, aggressive, combative, insulting, inflammatory or otherwise hurtful or inappropriate; and

(x) not engage in conduct or behaviour that is or ought to be known to be indecent, obscene, insulting, abusive or otherwise unbefitting of a member of *Council* and Village representative. This conduct or behaviour includes, but is not limited to:

- (i) unwanted physical or sexual contact or comments, and/or any form of aggressive or threatening conduct or behaviour that may or ought to be known to cause harm to Staff or the CAO which makes a person feel threatened, humiliated or intimidated;
 - (ii) making malicious, vexatious or false allegations against other Council members, *Staff* or the CAO that:
 - (A) injure or may injure the integrity or character of other *Council members*, Staff or the CAO;
 - (B) damage the professional or ethical reputation or the prospects of employment of other *Council members*, Staff or the CAO; or
 - (C) undermine a *Council member's*, Staff's or the CAO's credibility to effectively interact with community members, *Council*, Staff, stakeholders, First Nations, contractors, colleagues in other local governments and public servants in other levels of government;
 - (iii) continued making of malicious, vexatious or false allegations against other Council members, *Staff* or the CAO in any forum, including social media, or to other Provincial agencies:
 - (A) after an investigation of the Complaint, dismissal or rejection of the Complaint under sections 61, 62 and 63 of this Bylaw; or
 - (B) if the *Council member* has not sought Council to reconsider the *Integrity Commissioner's* decision in accordance with the specified time and procedures set out in the *Council Procedures Bylaw No. 416, 2015* and section 131 of the *Community Charter*; and
 - (iv) attempted use of a *Council member's* authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing Staff or the CAO with the intent of interfering in Staff's or the CAO's duties;
- (c) Accountability is demonstrated by the following behaviours and *members of Council* will:
- (i) be responsible for, and will accept responsibility for decisions they make as an elected official or representative of the Village;
 - (ii) be accountable for their individual actions, and for the actions of the collective governing body;
 - (iii) actively listen to and consider the opinions, viewpoints and needs of the community in all decision-making, and will allow for meaningful and appropriate opportunities for citizen and community input, engagement, discourse and feedback;

(iv) carry out their business, duties and responsibilities in an open and transparent manner ensuring that the public understands the process and rationale used to reach informed decisions and the reasons and justifications for taking certain actions; and

(v) ensure that information is accessible to the extent possible under law, while also protecting privacy and confidentiality where appropriate, necessary or in accordance with the *Freedom of Information and Protection of Privacy Act*, and the confidentiality provisions of the *Local Government Act* and *Community Charter*.

(d) Leadership and Collaboration is demonstrated by the following behaviours and *members of Council* will:

(i) proactively and routinely monitor and measure their performance in order to ensure the foundational principles with respect to Responsible Conduct are being followed by all *members of Council* and the collective governing body;

(ii) behave in a manner that instills and builds public trust and confidence in local government;

(iii) recognize that vigorous discourse and deliberation on a matter is integral to the democratic process and will encourage healthy, respectful and constructive debate prior to taking a decision with respect to a matter;

(iv) make decisions collaboratively as a collective governing body;

(v) actively participate in debate about the merits of the matter before them;

(vi) without restricting *Council's* authority to reconsider a matter, accepting, respecting and working toward implementation of Council's decisions;

(vii) as leaders of their communities, face challenges, obstacles, controversy and adversity calmly, respectfully, diplomatically, professionally and with due consideration while endeavoring to find effective and appropriate solutions through clear direction to Staff, and to empower each other and *Staff* to face challenges, obstacles, controversy and adversity in the same manner; and

(viii) recognize and value the distinct roles and responsibilities that others play in providing good governance and will commit to fostering a positive working relationship amongst *Council members*, Committee members, member of the public, the media and community and other local government stakeholders.

Unacceptable Behaviour

14. Without limiting the expected standards of conduct set out in section 13 of this Bylaw, *Council members* must refrain from abusive conduct, intimidating or demeaning behaviour or verbal attacks upon the character, integrity, professionalism or motives of others. Further examples of unacceptable behaviour which also will be considered a violation of this Bylaw are set out in Appendix "A" to this Bylaw.

Conflicts of interest

15. (1) *Council members* have a statutory duty to comply with the conflict-of-interest provisions as

set out in the *Community Charter*.

(2) *Council* may request that the *CAO* seek a legal opinion from the Village's solicitor with respect to situations that may result in a real or perceived conflict of interest. For greater certainty, only *Council* as a whole and not individual *Council members* may request a legal opinion with respect to situations that may result in a real or perceived conflict of interest.

(3) *Council 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;

(4) A *Council member* is not entitled to review *Confidential Information*, including a privileged legal opinion, *CAO's* report to Council or Staff's report to Council, or any resolutions passed during an *in camera* Council meeting which has not been released to the public on a subject matter about which a *Council member* has declared a conflict of interest;

(5) *Council members* must approach decision-making with an open mind that is capable of persuasion.

(6) *Council members* must not use *Confidential Information* with the intention to cause harm or detriment to Council, the Village or any other person or body;

(7) *Council members* must protect *Confidential Information* from inadvertent disclosure.

(8) *Council members* must take reasonable care to prevent *examination of Confidential Information* by unauthorized individuals.

Use of Village property, assets, and premises

16. (1) *Council members* must not make unauthorized use of any Village property, assets, or other resources for personal reasons. In addition, *Council members* must ensure that any property (including cash, cheques, documents, inventories, and equipment) in their care is properly secured and protected at all times. This responsibility extends to the use and security of any corporate credit, email or access code cards.

(2) *Council members* must use municipal property, equipment, services, supplies, and Staff resources only for the performance of their duties as a *Council member*, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies, and *Staff* resources that are available to the general public may be used by a *Council 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; and

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Village to a *Council member*, may be used by the *Council member* for limited personal use, provided that the use is strictly personal and

not offensive, inappropriate or for personal gain and complies with any applicable Village bylaw, policy, procedure or direction, which may be amended from time to time.

Council Training and Orientation

17. (1) After first being elected, a *Council member* must attend all sessions of orientation training on Village business that are identified as mandatory by the *Chair, Integrity Commissioner* or *CAO* unless doing so is not practically possible and the absence is approved by resolution of Council.
- (2) A *Council member* must attend all orientation training or any sessions of training on Village business that are identified as mandatory by *Council, Integrity Commissioner* or *CAO*, unless doing so is not practically possible and the absence is approved by resolution of Council.

Compliance with Laws

18. *Council* and *Council member* must comply with all applicable federal, provincial and local laws in the performance of their public duties, including:
 - (a) the *Constitution Act of Canada*;
 - (b) the *Canadian Human Rights Act*;
 - (c) the *Provincial Human Rights Code*;
 - (d) the *Criminal Code*;
 - (e) the *Community Charter*;
 - (f) laws pertaining to financial disclosures and employer responsibilities; and
 - (g) all Village Bylaws and policies.

Respect for Process

19. *Council members* shall perform their duties in accordance with the policies, procedures and rules of order established by the *Village* governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by *Council*.

PART 3 - MEETINGS

Conduct of Meetings

20. Meetings should be conducted with the objective of making the proceedings as open, transparent, accessible and understandable to the public as possible and in accordance with the prevailing *Council Procedure Bylaw*.

Meeting Preparations

21. (1) *Council members* shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.
- (2) *Council members* must not attend meetings under the influence of cannabis, alcohol or other controlled substances, where those substances can affect the decision-making process.
- (3) Cellular phones should be turned off during meetings, however if an urgent matter requires that a *Council member* respond to an email or text message during the meeting, the cell phone shall be muted or kept in vibrate mode.

Decorum at Meetings

22. (1) *Council members* will not interrupt other speakers, make personal comments or comments relevant to the business of *Council*, or otherwise disturb a meeting.
- (2) Meetings should provide an environment for transparent and healthy debate on matters requiring deliberation by *Council*.
- (3) *Council* and *Council members* must act in accordance with the *Council Procedure Bylaw No. 416, 2015*, Roberts Rules of Order and the conduct guidelines of this *Bylaw*.

Mayors Rulings to be Respected

23. *Council* members will respect and abide by the rulings of the *Chair* unless altered by decision of *Council* using the procedures available for challenging the *Chair*.

PART 4 - ADVOCACY

Collaboration and Cooperation

24. It is recognized that *Council* plays a role of representing the interests of their taxpayers, while recognizing the benefits of collaboration and cooperation within the democratic process of decision-making as a local entity.

Council Decisions Paramount

25. *Council members* will respect the diverse interests of their constituents and the role of *Council* to balance the views of their taxpayers and, to that end, *Council members* will consider all aspects of an issue, including applying *Council's* key values, prior to making decisions that support *Council's* strategic objectives.

PART 5 – COMMUNICATION AND MEDIA RELATIONS

Village Spokespersons

26. *The Chair* is the spokesperson for the *Village* on *Council* matters, and decisions of *Council* are to be communicated by the *Chair*.

Administrative and Operational Matters

27. The *Chief Administrative Officer* or that person's designate is the spokesperson for the *Village* on administrative and operational matters.

Corporate Correspondence

28. All corporate correspondence shall be sent on the letterhead of the *Village* and shall be used for the purposes of obtaining or giving information or conveying the official position of the *Village* established by resolution of *Council*.

Council Communications

29. (1) *Members of Council* will accurately communicate decisions of *Council* even if they disagree with the majority decision of *Council*.

- (2) *Members of Council* may state that they voted against a *Council* decision but will refrain from making disparaging comments about other *members of Council* or the decision itself.
- (3) Adherence to the above procedures will affirm the respect for and integrity of the decision-making process of the *Council*.

Use of Corporate Letterhead and Village Email Addresses

30. (1) When using *Village* letterhead or Village email addresses to present their individual opinions and positions, *Council members* shall expressly state that the views are their own and do not necessarily represent the views of the *Village* as a whole.
- (2) *Members of Council* will not use *Village* letterhead or Council member Village email addresses for personal matters or to convey an opinion on any matter that has not been specifically been approved by *Council*.
- (3) Before a *Council member* sends, delivers or distributes correspondence on Village letterhead or sends electronic email from Village email addresses to *Council*, a *Council member* must forward such correspondence to the *Chief Administrative Officer* to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

PART 6 – STAFF RELATIONS

Interaction with Staff

31. *Council* has the sole responsibility to govern the *Village* in accordance with the *Community Charter, Local Government Act* and other relevant legislation and, as such, *Council members* must not:
 - (a) direct or influence, or attempt to direct, influence or issue instructions to any *Staff* in the exercise of their duties or functions;
 - (b) contact or issue instructions to any of the *Village* contractors, tenderers, consultants or other service providers; or
 - (c) make public statements attacking or reflecting negatively on *Staff* or invoke *Staff* for political purposes.

Roles and Responsibilities

32. (1) Council members shall respect the powers, duties and responsibilities of the CAO, the Village's Corporate Officer and Chief Financial Officer delineated within a bylaw that addresses delegation of authority by Council (the *Appointment of Officers Bylaw No. 488, 2022*).
- (2) *Council members* will respect that there are distinct and specialized roles expected of Staff and the CAO in both the carrying out of their respective responsibilities and in dealing with *Council*.
- (2) *Members of Council* will respect and adhere to the *Village's* governance structure in which *Council* makes policy decisions and *Staff* implements those decisions with appropriate advice, information and analysis.
- (3) *Members of Council* are to contact *Staff* including the Village's Corporate Officer and Chief Financial Officer, according to the procedures authorized by Council and the *Chief Administrative Officer* regarding the interaction of *Council members* and *Staff*. As a general principle, the Village adopts the one employee model where *Council's* point of contact with

Staff is the *Chief Administrative Officer*.

Accountability for Decisions

33. (1) *Staff* are accountable to the *Chief Administrative Officer* and the *Chief Administrative Officer* is accountable to *Council*.
(2) *Staff* shall contact *Council* through contact with the CAO.
(3) The *Chief Administrative Officer* is responsible for the efficient and effective operation of the *Village's* organization and for ensuring the implementation of *Council* decisions.
(4) Council members shall not involve themselves in matters of administration, departmental management, supervision, personnel or other administrative responsibilities that fall within the jurisdiction of the *Chief Administrative Officer*.

Council is the Governing Body

34. (1) The *Village* as a corporate body represents the entire *Village*, and *Council*, as a whole, is the local government for the entire *Village*.
(2) *Council* as a whole, not individual *Council members*, give direction to *Staff* through the passage of *Council* resolutions.

Respecting Corporate Priorities

35. (1) *Council members* will not request *Staff* to undertake work that has not been expressly authorized by *Council*, nor shall they:
- (a) interfere with the administrative functions of the *Village* or the professional duties of *Staff*;
or
 - (b) impair the ability of *Staff* to implement *Village* policy decisions.
- (2) Where a *member of Council* desires work to be undertaken which has not been authorized, the member of *Council* shall submit such request directly to *Council*, or where the member of *Council* believes the request is of a minor nature consistent with corporate policies or formal strategic direction, to the *Chief Administrative Officer* who shall determine if the request can be accommodated without compromising other *Council*-approved directives or if the request needs to be referred to *Council* for consideration of resource allocation.
- (3) Unless provided in response to a formal request under the *Freedom of Information and Protection of Privacy Act*, information provided to a *member of Council* by *Staff* that would constitute more than a technical clarification will be provided to all of *Council*, so that all *Council member* have access to the same information.
- (4) Information provided to a member of *Council* that is deemed to be significant or which is likely to be used in a *Council* meeting or in a political debate should also be provided to all other *members of Council* and to the *Chief Administrative Officer*.
- (5) *Council* is not permitted to request any information or work from *Staff* that is not related to the business of the *Village*.

Corporate Resources

36. *Council*, *Staff*, volunteers and other persons representing the *Village* shall not use *Village* resources, including equipment, supplies, websites, facilities or personnel for purposes other than the discharge of their authorized duties in connection with the *Village* and in no event are such

resources to be used for personal convenience.

PART 8 – CONFIDENTIAL INFORMATION

Confidential Information Defined

37. *Confidential* information includes documents and discussions regarding all matters described under section 90 of the *Community Charter* affecting the business affairs of the *Village*, as well as information provided by third party on a confidential basis including, but not limited to the following:
- (a) information discussed or disclosed at a closed meeting of *Council*;
 - (b) information circulated to *Council* and marked as confidential;
 - (c) information that is given verbally in confidence in preparation for or following a closed session of *Council*;
 - (d) decisions, resolutions or report contents, including a *CAO's* or a *Staff's* report, forming part of the agenda for or from a closed meeting of *Council* until a *Council* decision has been made for the information to become public or otherwise redacted;
 - (e) information about the acquisition, disposition or expropriation of land or improvements if disclosure could reasonably be expected to harm the interests of the *Village*;
 - (f) negotiations and related discussions respecting the proposed provision of an activity, work or facility that are at their preliminary stages if disclosure could reasonably be expected to harm the interests of the *Village*;
 - (g) advice that is privileged at law; and
 - (h) *Personal information* that is prohibited from disclosure under the *Freedom of Information and Protection of Privacy Act*.

Duty to Maintain Confidentiality

38. (1) *Council* shall be aware of their responsibilities under the *Community Charter* and *Local Government Act* and shall fulfill the statutory requirements imposed by such legislation.
- (2) *Council members* and *Staff* shall not disclose or release to anyone, either in oral or written form:
- (a) *Confidential Information* acquired, by virtue of their office, including *Personal Information*, unless required or permitted by law or authorized by *Council* to do so;
 - (b) the substance of deliberations of a closed meeting of *Council* prior to *Council* adopting a resolution to release the information to the public; or
 - (c) *Confidential Information* that has otherwise been approved to be released to the public.
- (3) *Council members* and the *CAO* shall not disclose *Confidential Information* to a *Council member* who has declared a conflict of interest.

Reporting, recording and retaining information

39. (1) It is every *member of Council's* responsibility to ensure that all information collected, produced, or obtained in the course of his or her duties, whether written, oral, or in electronic format, is as accurate as possible. No *member of Council* will willfully mislead *Staff*, other member of *Council*, or the public about any issue of *Village* concern.
- (2) If a *member of Council* believes that someone may have misunderstood them, they must promptly correct the misunderstanding. Reporting inaccurate or incomplete information, or

reporting information in a way that is intended to mislead or misinform those who receive it, is strictly prohibited and could lead to serious consequences including disciplinary action.

(3) Examples of dishonest reporting include, but are not limited to the following:

- (a) submitting an expense account for reimbursement of business expenses not actually incurred, or misrepresenting the nature or amount of expenses claimed;
- (b) providing inaccurate or incomplete information to Village management or *Staff* during an internal investigation, audit, or other review, or to organizations and people outside the Village, such as external auditors;
- (c) making false or misleading statements in any reports or other documents submitted to or maintained for government agencies;
- (d) failing to provide and/or destroying relevant records when requested to provide such records in order for the Village to respond to a request for records made under the *Freedom of Information and Protection of Privacy Act*; and
- (e) providing or communicating false or misleading information.

(4) All *members of Council* must work in accordance with both the Village controls established to prevent fraudulent misconduct and all applicable laws, regulations, and government guidelines.

(5) All incidents of fraud or theft committed against the Village will be taken seriously and may be viewed as acts of criminal activity and treated accordingly.

PART 9 – IMPLEMENTATION AND ENFORCEMENT

Implementation

40. Upon adoption of this bylaw, the *Code of Conduct* described in this Bylaw becomes effective and it is the responsibility of those persons affected by the provisions of the *Code* to become familiar with and embrace those provisions.

Compliance

41. The *Code of Conduct* sets out the expectations of *Council members* with respect to the standards of conduct for *Council members*.

Part 10 - Appointment of Integrity Commissioner

42. *Council* must appoint an *Integrity Commissioner* to undertake the duties and responsibilities set out in this *Bylaw*.

43. The appointment of an *Integrity Commissioner* must be for a set period of two (2) years. An *Integrity Commissioner* may be appointed for more than one term.

44. At the request of the *Integrity Commissioner*, *Council* may suspend the appointment for a mutually agreed period of time.

45. *Council* will not terminate an *Integrity Commissioner* except for cause.

46. The appointment of an *Integrity Commissioner* may only be made, suspended, or terminated by a 2/3 vote of all *Council members*.

Interim Ad Hoc Appointment of Integrity Commissioner

47. The CAO may appoint an ad hoc *Integrity Commissioner* in the following circumstances:
- (a) If the Village has not yet entered into a contract for the appointment of an *Integrity Commissioner*;
 - (b) In the interim period between the expiry of the appointment of a new *Integrity Commissioner*;
or
 - (c) If the appointed *Integrity Commissioner* is unable or unwilling to act.

Duties and Responsibilities

48. The duties and responsibilities of the Integrity Commissioner are as follows:
- (a) provide advice and recommendations to a *Council member* on questions of compliance with this Bylaw where requested to do so by that *Council member* or the CAO;
 - (b) provide advice and recommendations to a *Council Member*, regarding their compliance or disclosure obligations under a provincial statute, such as the *Financial Disclosure Act*, or other such statute that imposes an express compliance or disclosure obligation on the *Council member* due to their position as an elected official, where requested to do so by a *Council Member*;
 - (c) prepare written materials and content for the Village's website for distribution to, and use by, the public, to aid in their understanding of the role of the *Integrity Commissioner* and the ethical obligations and responsibilities of members under this Bylaw;
 - (d) deliver educational programs regarding the role of the *Integrity Commissioner* and the ethical obligations and responsibilities of members under this Bylaw;
 - (e) assist with informal resolution of confidential requests and complaints;
 - (f) receive and assess all Complaints to determine if the Complaint must be rejected, closed, resolved or investigated;
 - (g) investigate and conduct inquiries as to violation of this Bylaw;
 - (h) report to *Council* as to whether a *Council member* has breached this By-law;
 - (i) make recommendations on an appropriate remedy if a Council member has breached this By-law;
 - (j) make recommendations to *Council* on whether to reimburse legal fees reasonably incurred by a *Council member* in relation to a *Complaint*;
 - (k) submit an annual budget for approval by *Council*; and
 - (l) assist the CAO in preparing and publishing an annual report by December 1 each year that includes a summary of the work of the *Integrity Commissioner* and any advice or recommendations that the *Integrity Commissioner* has to improve the text or operation of this By-law.
49. The *Integrity Commissioner* must perform the duties and responsibilities of their office in an independent manner.

Powers after Resignation or Expiry of Term

50. If the *Integrity Commissioner* resigns or their appointment expires, the CAO may authorize that individual to continue to exercise the powers of the *Integrity Commissioner* in regards to any *Complaint* received before the end of their term.

51. An authorization under section 50 continues until the *Complaint* which is the subject of the authorization is rejected, closed, resolved informally, or a written investigation report is delivered to *Council*.

Part 11 – Complaint and Resolution Procedures

Informal Discussion

52. (1) Any *member of Council* or the CAO who has identified or witnessed *Council* conduct that the *member of Council* or the CAO reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the *Council member* the conduct violates this Bylaw and encouraging the *Council member* to stop; or
 - (b) requesting the Mayor to assist in informal discussion of the alleged complaint with the *Member of Council* in an attempt to resolve the issue. In the event the Mayor is the subject of, or is implicated in a complaint, the *Council member* may request the assistance of the Deputy Mayor.
- (2) *Members of Council* are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw; however, a *Council member* is not required to complete this informal complaint procedure prior to pursuing the formal *Complaint* procedure in section 53.
- (3) If the situation is not able to be resolved through an informal process within thirty (30) calendar days, the *Complainant* must submit the *Complaint* to the *Integrity Commissioner* unless the *Complainant* decides to withdraw the *Complaint*.

Formal Complaint Procedure

53. Any *Council member* or the CAO who has identified or witnessed *Council member* conduct that they reasonably believe, in good faith, is in contravention of this Bylaw may submit a Complaint to the *Integrity Commissioner* in accordance with the following procedure:
- (a) All Complaints will be addressed to the *Integrity Commissioner*.
 - (b) Incidents or Complaints must be reported to the *Integrity Commissioner* as soon as possible after experiencing or witnessing an incident and by no later than 180 days after the *Council member* or CAO knew or reasonably ought to have known of the alleged breach of this Bylaw. This allows the incident to be investigated and address promptly.
 - (c) All *Complaints* must be made in writing and must be dated and signed by the *Complainant*.
 - (d) The *Complaint* must set out a detailed description of the facts as they are known giving rise to the allegation that the respondent *Council member* has contravened specific sections of this Bylaw. The description must include the names of people involved, witnesses, where and when the incidents occurred and what behaviour led to the *Complaint*. Supporting documents such as but not limited to emails, handwritten notes, or photographs must be attached. If possible, the *Complainant* must include the impact of the behaviour complained of on the *Complainant*.
54. A *Complainant* may specify in the *Complaint* if they are willing to participate in an informal resolution of the *Complaint*.

55. The *Integrity Commissioner* may prescribe a form for submitting a *Complaint*.
56. The *Integrity Commissioner* must not accept multiple complaints concerning the same matter. In the event that the *Integrity Commissioner* receives multiple complaints concerning the same matter, the *Integrity Commissioner* must proceed with the first complaint accepted, but may expand the *Complaint* and/or add *Complainants* for the purpose of conducting the investigation and preparing the investigation report.
57. The *Integrity Commissioner* must reject a complaint received more than 180 days after the *Complainant* knew or reasonably ought to have known of the alleged breach of this By-law.
58. The *Integrity Commissioner* must reject a *Complaint* received regarding a *Council member* seeking re-election in the period from the last day of the nomination period to the general voting day.
59. In the period 90 days prior to general voting day, the *Integrity Commissioner* may suspend any investigation underway until the day after the general voting day.

Complaint Outside of Jurisdiction

60. The *Integrity Commissioner* has the authority to investigate a *Complaint* alleging that a *Council member* is in breach of this Bylaw.
61. If a *Complaint* is submitted that, on its face, is not made with respect to a breach of this Bylaw, or if a *Complaint* would be more appropriately addressed through another process including if the *Complaint* is:
 - (a) an allegation of a criminal nature consistent with the *Criminal Code*;
 - (b) with respect to non-compliance with the *Freedom of Information and Protection of Privacy Act*;
 - (c) with respect to conduct that may subject a member to an application to court for disqualification under section 111 of the *Community Charter*;
 - (d) with respect to non-compliance with a more specific Council policy or by-law with a separate complaint procedure; or
 - (e) with respect to a matter that is subject to another outstanding process, such as a court proceeding or a Human Rights complaint,

the *Integrity Commissioner* must reject the *Complaint*, or part of the *Complaint*, and must notify the *Complainant* in writing that the *Complaint* is not within the jurisdiction of this Bylaw, or that the *Complaint* would be more appropriately addressed through another process, as the case may be, and set out any additional reasons and referrals the *Integrity Commissioner* considers appropriate.

62. Where a *Complaint* is made against a *Council member* and the complaint procedure overlaps with a municipal election and the *Council member* is not re-elected in that election, the *Integrity Commissioner* must notify the *Complainant* and the *Council Member* in writing that the *Integrity*

Commissioner is closing the complaint on this basis and close the *Complaint*.

Preliminary Assessment

63. On receipt of a *Complaint*, the *Integrity Commissioner* must conduct a preliminary assessment and if at that time, or any time thereafter, the *Integrity Commissioner* of the opinion that:

- (a) the statement is not with respect to a breach of this Bylaw;
- (b) the complaint is frivolous, vexatious, or not made in good faith;
- (c) an investigation of the complaint would not be in the public interest;
- (d) the investigation is, or might be, hampered, or the *Council member* might be prejudiced by the *Complainant's* failure to provide a *Complaint* in compliance with section 52, or otherwise cooperate with the investigation;
- (e) the *Complainant* wishes to withdraw the *Complaint*, and it would be appropriate in the circumstances to allow the withdrawal; or
- (f) there are no grounds or insufficient grounds for concluding that a violation of this Bylaw has occurred,
- (g) the *Integrity Commissioner* must notify the *Complainant* and the respondent in writing that the *Integrity Commissioner* is closing the *Complaint*, set out the reasons therefore, and close the *Complaint*.

64. Notwithstanding section 63, the *Integrity Commissioner* may request further information from the *Complainant* before determining whether or not there are sufficient grounds for believing that a breach of this Bylaw may have occurred.

Formal Resolution

65. If a *Complaint* is not rejected, closed, or resolved informally, the *Integrity Commissioner* must proceed with a formal investigation.

66. The *Integrity Commissioner* must serve the *Complaint* on the respondent with a request that the respondent provide a written response to the *Complaint* together with any submissions the respondent chooses to make within 10 days, subject to the *Integrity Commissioner's* discretion to extend the timeline.

67. The *Integrity Commissioner* may serve the *Complainant* with the respondent's written response together with any submissions, on a strictly confidential basis, and request a reply in writing within 10 days, subject to the *Integrity Commissioner's* discretion to extend the timeline.

68. The *Integrity Commissioner* may:

- (a) speak to anyone relevant to the *Complaint*;
- (b) request disclosure of documents relevant to the *Complaint*; or
- (c) access any record in the possession or control of the Village, except a record that is subject to an implied undertaking that a document produced under compulsion in court proceeding must not be disclosed to the *Integrity Commissioner* unless and until the scope of the undertaking is varied by a court order or other judicial order, consent or statutory override or a situation of immediate and serious damage emerges.

69. The *Integrity Commissioner* must ensure that the formal investigation complies with the rules of procedural fairness and natural justice required in the circumstances.

70. If the *Complainant(s)* or respondent(s) refuse to participate in a formal investigation the investigation may continue without that individuals' participation and the *Integrity Commissioner* may base their findings on the information present.

71. The *Council member* alleged to have breached this Bylaw is entitled to receive a copy of the *Complainant's* name and information on the particulars of the *Complaint* prior to the making of a decision on whether or not to investigate under this section.

72. Each party interviewed by the *Integrity Commissioner* has the right to be accompanied by the party's legal counsel. All participants will be asked and must maintain confidentiality and confirm in writing that they will agree to not discuss or disclose any part of the investigation without *Council's* authorization or as required by law.

73. The *Integrity Commissioner* may suspend any investigation underway for the purpose of attempting to resolve the *Complaint* informally, either at the *Integrity Commissioner's* own determination, or at the request of a party to the investigation.

Adjudication and Reporting

74. The *Integrity Commissioner* must make a decision within 60 days of making a decision to proceed with a formal investigation, unless section 62 or section 73 applies, or the *Integrity Commissioner* determines that doing so is not practicable, in which case the *Integrity Commissioner* must notify the *Complainant* and respondent of the delay and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice to the *Complainant* and the respondent.

75. A notification issued pursuant to sections 61, 62, 63 and 74 of this Bylaw is confidential and must not be disclosed except in the following circumstances:

- (a) the *Integrity Commissioner* and CAO may use information in a notice in an annual report in the form of context and statistics;
- (b) the *Integrity Commissioner* may prepare an anonymized bulletin based on the notice if the *Integrity Commissioner* believes that doing so would be of public benefit;
- (c) to *Council* for the purpose of considering a resolution for reimbursement of legal fees pursuant to sections 84 and 85 of this Bylaw; and
- (d) the respondent may disclose the fact that the *Complaint* has been closed, or that a finding has been made that the respondent did not breach this Bylaw.

76. If after reviewing all material information, the *Integrity Commissioner* determines that a *Council member* did violate this By-law then:

- (a) the *Integrity Commissioner* must prepare a written investigation report providing reasons for their determination that the member breached this Bylaw;
- (b) the investigation report will make recommendations as to the appropriate sanction for the breach;
- (c) if the *Integrity Commissioner* determines that a *Council member* did breach this By-law, but that the Council member took all reasonable steps to prevent it, or that it was trivial or done inadvertently or because of an error in judgment made in good faith, the *Integrity Commissioner* will so state in the investigation report and may recommend that no sanction be imposed;
- (d) the *Integrity Commissioner* must deliver, on a strictly confidential basis, a copy of the investigation report to the respondent; and
- (e) the *Integrity Commissioner* must deliver a copy of the investigation report to the *Complainant* and *Council* forty eight (48) hours after delivery of the investigation report to the respondent; and
- (f) the *Integrity Commissioner* must make the investigation report available to the public after delivery of the investigation report to the *Complainant*, *Council* and the *CAO*.

77. The *Integrity Commissioner* must ensure that the investigation report as drafted complies with the Village's obligations regarding disclosure of *Personal Information* set out in the *Freedom of Information and Protection of Privacy Act* or ensure that appropriate redactions are applied prior to release to the public.

Final Determination by Council

78. *Council* must, within 30 days of delivery of the investigation report pursuant to section 76(e) of this Bylaw, or a longer period if approved by a vote of *Council*, decide on the appropriate measures, if any, that are warranted by the breach of this Bylaw, and will take such actions as *Council* considers appropriate in the circumstances.

79. Prior to *Council* making any decision regarding the findings and recommendations set out in the investigative report, the respondent must be provided with an opportunity, either in person or in writing, to comment on the conclusions of the investigation report and before *Council* deliberates and makes any decision on culpability and any recommended censure, sanctions or corrective actions.

80. A *Council member* who is the subject of a *Complaint* and investigation is entitled to retain, be advised, and be represented by legal counsel during the investigation stage and at the *Council* meeting where any decision on culpability is to be made or any motion of censure and related sanctions is considered and imposed.

81. Following *Council's* hearing of the affected *Council member's* submissions to *Council*, the *Council member* will leave the meeting room and those *members of Council* without a conflict of interest will consider the measures, if any, to impose in accordance with sections 90 and 91 of this Bylaw.

82. While an investigation report provided to *Council* may be considered in a closed meeting for the purpose of receiving legal advice, or other valid reason, when Council deliberates and votes on the investigation report, it will do so in a public meeting and the investigation report must be made available to the public in a form that complies with section 77.

83. When making a decision under section 78 of this Bylaw, Council will provide notice to the *Complainant* and respondent of options for *Council's* reconsideration of *Council's* decision under section 27 of the *Council Procedure Bylaw* and also *Local Government Act* section 623.

84. The Village may reimburse the reasonable costs for each respondent *Council member's* legal representation under this section after *Council* concludes its deliberations and makes a decision under section 78 unless *Council* determines that the *Council member* engaged in dishonest, grossly negligent or malicious conduct.

85. Despite section 84 *Council* may, by resolution, approve interim funding for a respondent *Council member's* legal representation under this section subject to the respondent *Council member's* written agreement to repay such funding if, after *Council* concludes its deliberations and makes a decision under section 78 *Council* determines that the *Council member* engaged in dishonest, grossly negligent, malicious conduct.

Confidentiality

86. *Council members* must refrain from discussing allegations at open meetings or at any other time or with anyone until after the investigation and *Council* makes decisions whether or not to impose censure and related sanctions under section 78 of this Bylaw.

87. Where a *member of Council* alleges a breach of this *Code of Conduct* by a fellow member of *Council*, all *members of Council* must refrain from commenting on such allegations at meetings of *Council* until such time that the Integrity Commissioner releases to the public the investigation report under sections 76(f) and 77 of this *Bylaw*.

Unfounded Complaint

88. If the *Integrity Commissioner* finds insufficient evidence to support the *Complainant's* allegations, there will be no permanent record of the *Complaint* and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

Vexatious Complaints

89. Any individual covered by this Code of Conduct who makes an allegation or *Complaint* under this Code of Conduct that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include, but is not limited to, the sanctions and remedies described in section 90.

Censure and Sanctions

90. If an investigation reveals that there is evidence to support a reasonable likelihood that the subject matter of the complaint took place and *Council* determines to regulate the conduct of the *Council member* that is the subject of the complaint, *Council* may consider issuing censure and related sanctions including:

- (a) seeking a letter of apology;
- (b) mandatory education, training, coaching or counselling;
- (c) if applicable, removal from committees or boards;
- (d) restrictions on representing the Village at events or conferences;
- (e) limiting access to certain Village facilities;
- (f) restricting a Council member's ability to attend in person at Council or COTW meetings;
- (g) restricting how documents are to be provided to *Council members*; and the form and manner in which documents will be provided to *Council members*;
- (h) communicating with *Staff* through a designated person;
- (i) reduction in remuneration in accordance with a remuneration bylaw;
- (j) imposing limits on travel;
- (k) suspension, if applicable, of committee appointments; and
- (l) seeking a written promise to comply with the *Code of Conduct*, *Council Procedure Bylaw*, *Local Government Act*, *Community Charter* and all applicable other legislation and Village Bylaws and internal policies.

91. In determining the appropriate censure and related sanctions, *Council* will consider the following factors:

- (a) the degree and nature of the conduct;
- (b) whether the contravention was a single or repeated act;
- (c) whether the *Council member* was told that the conduct was unwelcome or offensive, and nonetheless continued the conduct;
- (d) the nature of the work relationship of the *Complainant* and the respondent, and whether the *Council member* was in a position of authority over the *Complainant*, such that the degree and nature of the conduct was thereby exacerbated by an abuse of power;
- (e) the impact of the contravention on the *Complainant*;
- (f) the *Council member's* acknowledgment of wrongdoing; and
- (g) the *Council member's* history of other contraventions.

Retaliatory Behaviour

92. *Council* and the Village will not tolerate threats or acts of reprisal or retaliation against any complainant, witness, respondent, or employee of the Village responsible for implementing and carrying out the objectives or requirements of this Bylaw and procedure, who in good faith:

- (a) makes a *Complaint* under this Bylaw;
- (b) identifies or opposes a practice or conduct that they reasonably believe to constitute a violation of this Bylaw; and

(c) implements or participates in an investigation, proceeding or hearing of any kind under this Bylaw.

93. *Members of Council* must not take or threaten to take any act of reprisal or retaliation against a *Complainant*, witness, respondent, or employee of the Village, or any other person responsible for implementing and carrying out the objectives or requirements of this Bylaw and procedure in good faith.

94. Any individual covered by this Bylaw who is found to have engaged in any reprisal or retaliation in violation of this Code of Conduct will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described in section 46.

Impact on Council Decisions

A violation of this Bylaw will not be considered a basis for challenging the validity of a *Council* decision.

Citation

95. This bylaw may be cited for all purposes as *Code of Conduct Bylaw*.

Repeal:

96. Bylaw No. 442 and all amendments thereto are hereby repealed.

Read a first time on the 2nd day of December 2024

Read a second time on the 2nd day of December 2024

Read a third time on the 2nd day of December 2024

Adopted on the 7th day of January 2025

Reconsideration on 21st day of January, 2025.

Certified a true copy of Bylaw No. 512
this 21 day of January 2025.

Chief Administrative Officer
Village of Sayward

Original Signed

Mayor

Original Signed

Corporate Officer

Appendix “A” to the *Code of Conduct* - Examples of Unacceptable Conduct

Meeting Conduct, Rules of Order and Procedural Matters

- 1** (1) Failing to abide by the *Council Procedure Bylaw*;
- (2) Failing to respect the role of the Chair or Presiding Official at meetings;
- (3) Failing to respect due process and procedural fairness;
- (4) Unfair or disrespectful treatment of persons or delegations appearing before Council;
- (5) Disrespectful or disruptive behaviour during a meeting which results in being called out of order by the Chair or Presiding Official; (f) Expulsion from a meeting; and
- (6) Behaviour which undermines the free exchange of ideas and which stifles or inhibits healthy debate.

Integrity

- 2** (1) Abuse of authority or trust;
- (2) Failure to act in the public interest;
- (3) Showing favoritism, bias or nepotism towards any person, vendor, contractor, business, family member or to others doing business with the Village;
- (4) Dishonesty;
- (5) Obstructing an investigation into a matter;
- (6) Obstructing Staff from undertaking their duties;
- (7) Harassment;
- (8) Sexual Harassment;
- (9) Discrimination;
- (10) Bullying;
- (11) Intimidation;
- (12) Coercion;
- (13) Extortion;
- (14) Uttering Threats;
- (15) Assault;
- (16) Accepting a bribe;
- (17) Disrespecting the viewpoints of others during discussion on a matter;
- (18) Failing to keep an open mind during debate on a matter;
- (19) Damaging the reputation and/or credibility of the Village by words, actions and/or irresponsible conduct; and
- (20) Acting in an official capacity while intoxicated resulting in irresponsible conduct.

Communication, Interpersonal Relations, Council and Staff Relations

- 3** (1) Use of disrespectful, derogatory, demeaning, defamatory, discriminatory, intolerant or offensive language at any time, and on any communication platform, including social media as a representative of the Village;
- (2) Failing to treat any person with respect, courtesy, tolerance, acceptance, and/or dignity;
- (3) Disrespecting the role of the Chief Administrative Officer, *Staff* or Village consultants;

- (4) Failing to respect the various roles and responsibilities which are inherent to informed local government decision making;
- (5) Publicly criticizing or chastising a fellow *member of Council, Staff* or Village consultant;
- (6) Interfering with the administrative corporate or operational functions of the Village;
- (7) Failure to observe established protocols with respect to tasking or otherwise directing *Staff*.

Confidentiality and Data Security

- 4** (1) Intentionally accessing unauthorized information, records or data on Village devices and Confidential Information;
- (2) Unauthorized disclosure of confidential or *Personal Information* to a third party;
- (3) Intentionally breaching the Village's network and data security systems;
- (4) Intentionally leaking confidential information to the media or other local government stakeholders;
- (5) Fraud;
- (6) Theft of Village resources and/or assets; and
- (7) *Criminal Code* of Canada conviction while in office.

Retaliation

- 5** (1) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the Village's Code of Conduct;
- (2) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the Villages Respectful Workplace Policy; and
- (3) Retaliation or retribution towards any person who in good faith has reported a suspected contravention of the *Criminal Code* of Canada or other federal, provincial or local government statute, regulation, or enactment.

Conflict of interest

- 6** (1) Failure to abide by Conflict of Interest Rules in the *Community Charter and Local Government Act*;
- (2) Failure to disclose conflict of interest;
- (3) Participation in meetings where in conflict of interest;
- (4) Use of office to influence a decision, recommendation or other action where an elected official has a direct or indirect pecuniary interest;
- (5) Accepting unauthorized gifts;
- (6) Failure to disclose authorized gifts; and
- (7) Failure to disclose and report contracts entered into by the elected official or former elected official with the Village where the elected official or former elected official has a direct or indirect pecuniary interest.

Interference with designated decision makers and/or processes

- 7** (1) Interfering with, and/or failing to respect the role and authority of statutory and/or other designated decision makers:
 - (a) Officer Responsible for Corporate Administration;
 - (b) Officer responsible for Financial Administration;

- (c) Head, Freedom of Information and Protection of Privacy;
- (d) Chief Election Officer;
- (e) Building Officials;
- (f) Bylaw Enforcement Officers;
- (g) Provincial Approving Officer; and
- (h) Others in statutory and/or designated decision making roles.

(2) Failing to abide by the Village's procurement policies and bylaw.

Partisan politics and campaigning

- 8** (1) Engaging in partisan politics while undertaking Village business;
- (2) Use of Village resources for campaign purposes;
 - (3) Unauthorized Conduct - General Prohibitions;
 - (4) Providing instruction to Village contractors, consultants or other service providers;
 - (5) Speaking on behalf of the Council when not authorized to do so;
 - (6) Failing to uphold a decision, bylaw or policy of the Council; and
 - (7) Unauthorized use of Village Staff and/or other Village resources and assets.