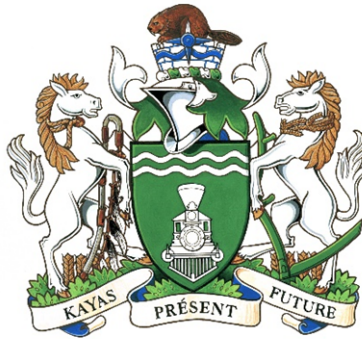


# CITY OF NORTH BATTLEFORD

---

---



# PLANNING COMMITTEE AGENDA

---

---

**Monday, March 21, 2022  
5:15 P.M.**

**PLANNING COMMITTEE MEETING  
TO BE HELD VIA ZOOM  
MONDAY, MARCH 21, 2022 COMMENCING AT 5:15 P.M.**

**AGENDA**

<b>AGENDA</b>	:	Approval
<b>MINUTES</b>	:	Planning Committee Minutes – February 22, 2022
<b>DELEGATION</b>	:	
<b>UNFINISHED BUSINESS</b>	:	
<b>NEW BUSINESS</b>	:	DIRECTOR OF CORPORATE SERVICES Re: 2021 Land Pricing Review  CITY CLERK Re: Draft Council & Council Committees Code of Ethics Bylaw
<b>CORRESPONDENCE</b>	:	
<b>REPORTS</b>	:	
<b>INQUIRIES</b>	:	
<b>NEXT MEETING DATE</b>	:	Monday, April 18 <sup>th</sup> , 2022 @ 5:15 p.m. via Zoom
<b>FREEDOM OF INFORMATION &amp; PROTECTION OF PRIVACY ACT</b>	:	<b>Part III Exemptions</b>
<b>ADJOURNMENT</b>	:	

**MINUTES OF THE REGULAR PLANNING COMMITTEE MEETING OF THE CITY OF  
NORTH BATTLEFORD HELD VIA ZOOM, TUESDAY, FEBRUARY 22<sup>ND</sup>, 2022  
COMMENCING AT 5:15 P.M.**

**MEMBERS PRESENT:**

Mayor D. Gillan

Councillors K. Hawtin  
T. Ironstand  
G. Lightfoot  
K. Lindgren  
R. MacAngus  
L. Taylor

**ADMINISTRATION  
PRESENT:**

Randy Patrick, City Manager  
Dustin MacDonald, Acting City Clerk  
Jennifer Niesink, Director of Corporate Services  
Brent Nadon, Director of Finance  
Lindsay Holm, Director of Protective Services  
Cheryl DeNeire, Director of Parks & Recreation  
Daniel Aucamp, IT Coordinator

Deputy Mayor Lindgren called the meeting to order at 5:28 p.m.

**AGENDA**

01/22 BE IT RESOLVED That the Planning Committee Agenda for February 22<sup>nd</sup>, 2022, be approved.

Moved by Councillor Hawtin  
CARRIED

**MINUTES**

02/22 BE IT RESOLVED That the Minutes of the Planning Committee Meeting held November 15, 2021, Special Planning Committee Meeting held November 18, 2021, and Special Planning Committee held December 8, 2021, be adopted.

Moved by Councillor Lightfoot  
CARRIED

## **DELEGATIONS**

### **PERRY GROUP CONSULTING**

Re: City of North Battleford Information Technology Master Plan

Brian Whitelaw detailed the City of North Battleford Information Technology (IT) Master Plan objectives, noting that IT needs to have a corporate wide view.

The presentation highlighted the importance of technology training for IT security, budgeting appropriate funds to the IT budget and the need to invest in enterprise resource planning (ERP) software. Mr. Whitelaw also noted the investment in ERP software would likely be offset by increased efficiencies organizationally.

*The Committee recommended formally approving the Information Technology Master Plan during an upcoming Regular Council Meeting.*

*Daniel Aucamp and Perry Group Consulting left the meeting at 6:16 pm*

### **TOM HAUBOLT AND KIM MORRISON, BRETT WILSON FOUNDATION**

Re: Asset Mapping in the Battlefords

The delegation provided Council with information regarding their asset mapping project, being the Battlefords Community Project advising that the goal of the project is to identify community assets to better coordinate community planning efforts and avoid duplication. It was noted that the project is funded in part by the Tamarack Group of Ontario and that similar projects have been successful in other cities across Canada.

*The Committee recommended that the City Manager be the contact person with respect to the group.*

*Councillor Taylor left the meeting at 6:54 pm*

**CORRESPONDENCE – None**

**REPORTS – None**

**UNFINISHED BUSINESS – None**

## **NEW BUSINESS**

### **DIRECTOR OF FINANCE**

#### **Re: Investment Policy Update**

The Director of Finance reviewed the proposed amendments to the Institutional Investment Policy (Bylaw No. 2056) and noted that Finance met with the RBC Wealth Management team to establish the recommended amendments to the policy.

Discussion was held regarding the short-term portfolio, the earnings of the short-term portfolio over the last year and the benefits a moderate term portfolio could provide.

*The Committee recommended the proposed amendments to the Institutional Investment Policy be forwarded to the next Regular Council Meeting for formal approval.*

## **INQUIRIES**

Discussion was held regarding various inquiries of Council.

**NEXT MEETING DATE** – Monday, March 21<sup>st</sup>, 2025, commencing at 5:15 p.m.

## **IN CAMERA**

03/22 BE IT RESOLVED That pursuant to Section 94 of the *Cities Act*, Part III of the *Local Government Freedom of Information and Protection of Privacy Act*, and as outlined in the Procedure Bylaw No. 2108, Schedule "A", that the meeting move In Camera at 7:13 p.m.

Moved by Councillor Lightfoot  
CARRIED

## **ADJOURNMENT**

04/22 BE IT RESOLVED That the meeting adjourn at 10:25 p.m.

Moved by Councillor Taylor  
CARRIED

---

CHAIR

---

RECORDING SECRETARY

**MEETING DATE:** March 21, 2022

**MEETING:** Planning Committee

**TO:** Jennifer Niesink – Director of Corporate Services

**FROM:** Brett Kitchen – Junior Planner

**SUBJECT:** 2021 Land Pricing Review

### **Background Information**

Each year Administration reviews current land pricing and the current market. The findings are summarized below.

### **Strategic Goal(s)**

- Economic Vitality

### **Discussion and Comment**

#### **Land Sales Summary**

Two residential lots, one commercial lot, and one light industrial lot were purchased in 2020.

#### **Residential Incentive Policy**

Three applications were received and awarded in 2021 under the Residential Incentive Policy.

#### **Downtown Incentive Policy**

One application was received and awarded in 2021 under the Downtown Incentive Policy.

#### **Key Corridor Incentive Policy**

No applications were received in 2021 under the Key Corridor Incentive Policy.

#### **Heritage Tax Incentive Policy**

One application was received and awarded in 2021 under the Heritage Tax Incentive Policy.

#### **Land Pricing**

In 2021, the City repriced the lots in Fairview Heights and Killdeer Park neighbourhoods. In 2022, Administration is proposing to reprice the lots in Killdeer Park to account for a market adjustment. Administration is proposing to reprice the lots from \$12.13 per square foot to \$11.65 per square foot, to remain competitive with the region. Administration is also proposing to reprice 10806 Industrial Avenue & 10810 Industrial Avenue to reflect the amount of land developable. Both lots have significant sloping making much of the land undevelopable, therefore Administration is proposing to reprice the lots to reflect the developable portion of the lots only.

## Options

1. Renew all policies
2. Renew some policies
3. Renew none of the policies
4. Ask for more information

## Budget Issues

There is to be an expected impact on future budget but also a large impact in the future with new and improved properties coming onto the tax roll.

## Public Notice and Communication

Public Notice is not required. However, Administration will work diligently to get the correct information out to the public regarding existing and new policies.

## Recommendation(s)

Administration recommends the Council:

1. Renew Residential Incentive Policy for 2 years.
2. Renew Downtown Incentive Policy for 2 years.
3. Renew Key Corridor Incentive Policy for 2 years.
4. Renew Heritage Tax Incentive Policy for 2 years.
5. Change Residential Tax Incentive Policy to only apply to new residential development in the Killdeer Park neighbourhood.
6. Reprice Killdeer Park lots from \$12.13 per square foot to \$11.65 per square foot.
7. Reprice 10806 Industrial Avenue from \$70,532 to \$58,450.
8. Reprice 10810 Industrial Avenue from \$57,436 to \$43,676.

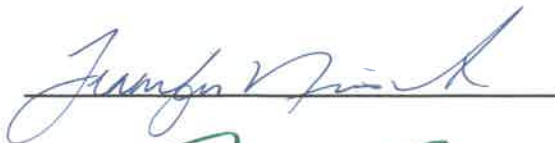
Respectfully submitted,



Brett Kitchen  
Junior Planner  
Corporate Services and Planning

## **Approvals:**

**Director:**



**Date:** March 16/22

**City Manager:**



**Date:** 03/16/22

# Land Inventory Report - 2021

---

CITY OF NORTH BATTLEFORD



**North  
Battleford**





CONTENTS

Land Sale Summary .....2  
    (2017-2021) 5 Year Summary .....2  
    2021 .....2  
    2020.....2  
    2019.....2  
    2018.....2  
    2017 .....3  
Land Inventory .....4  
    Downtown.....4  
    Fairview Heights.....4  
    Highway 4 North .....5  
    Infill Residential.....5  
    Killdeer Park.....6  
    Light Industrial .....6  
    Parson's Industrial Park.....7  
Incentives .....7  
    City Incentive Policies .....7  
    Residential Incentive Policy .....7  
    Downtown Incentive Policy .....8  
    Key Corridor Incentive Policy.....8  
    Heritage Tax Incentive Policy .....8  
2022 Discussion .....9  
    Pricing .....9

# LAND SALE SUMMARY

## (2017-2021) 5 YEAR SUMMARY

City land sales saw a decrease in 2021 in the number of lots purchased and optioned compared to the past 5 years. The revenue in comparison to the past 5 years is up, due to an increase in Commercial lots sold.

### 2021

Residential – 2

Commercial – 2

Other – 0

**Revenue - \$1,027,720**

### 2020

Residential – 5

Commercial – 0

Other – 0

**Revenue - \$298,451.54**

### 2019

Residential – 3

Commercial – 1

Other – 1

**Revenue - \$1,007,867**

### 2018

Residential – 0

Commercial – 3

Other – 3

**Revenue - \$178,159.17**

2017

Residential – 3

Commercial – 1

Other – 1

**Revenue - \$1,010,472.40**



# LAND INVENTORY

The City has an abundance of serviced residential land for sale in Killdeer Park and Fairview Heights. Commercial land inventory is limited at this point.

## DOWNTOWN

- 0 lots purchased in 2021.
  - 8 lots in inventory.

Downtown									
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/Metre	Site Size (Sq.Ft.)	Price/Sq. Ft.	Notes
1542-100th Street	Jul-18	\$152,000.00	C3A	Arterial Commercial	1,114.45	\$136.39	11,995.84	\$12.67	
1117-101st Street	Sep-21	\$33,000.00	C1	Downtown Commercial	278.59	\$118.45	2,998.72	\$11.00	Includes Building
1401-101st Street	Sep-12	\$60,000.00	C1	Downtown Commercial	662.58	\$90.56	7,131.95	\$8.41	
Average Downtown Lot	Listing - City	\$72,000.00	C1	Downtown Commercial	836.88	\$86.03	9,000	\$8.00	
1421-101st Street	Sep-15	\$40,000.00	C1	Downtown Commercial	557.18	\$71.79	5,997.44	\$6.67	
1132-101st Street	Jul-21	\$44,000.00	C1	Downtown Commercial	668.52	\$65.82	7,195.89	\$6.11	Includes Building

- **Average Sale Rate** - \$8.97 per square foot.
- **Current City Rate** - \$8.00 per square foot in downtown lots outside of downtown core/ \$10.00 per square foot in core areas of 100<sup>th</sup> & 101<sup>st</sup> Street.
- *Administration believes the current rate is in line with market value.*

## FAIRVIEW HEIGHTS

- 2 lots purchased in 2021.
  - 9 lots in inventory.

Fairview Heights								
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/Metre	Site Size (Sq.Ft.)	Price/Sq. Ft.
186-5th Avenue	Listing - Realtor	\$109,900.00		Battleford	786.84	\$139.67	8,469.51	\$12.98
2630 Finch Crescent	Nov-19	\$96,144.00	R1	Killdeer Park	735.94	\$130.64	7,921.59	\$12.14
Average Fairview Lot	Listing - City	\$89,999.00	R1	Fairview Heights	823.44	\$109.30	8,859	\$10.16
2409 Buhler Avenue	Oct-20	\$59,360.60	R1	Fairview Heights	554.79	\$107.00	5971.71	\$9.94
2310 Buhler Bay	Apr-19	\$79,972.00	R1	Fairview Heights	769.33	\$103.95	8,281	\$9.66
2330 Buhler Bay	Sep-20	\$69,253.00	R1	Fairview Heights	666.79	\$103.86	7177.27	\$9.65
11101 Battle Springs Ridge	Listing - Town	\$79,279.20		Battle Springs - Battleford	900.90	\$88.00	9,697.21	\$8.18

- **Average Listing / Sale Rate** – \$10.42 per square foot.
- **Average City Rate** - \$10.50 per square foot.
- *Administration believes the current rate is in line with market value.*

## HIGHWAY 4 NORTH

- 0 lots purchased in 2021.
- 6 lots in inventory.

Highway 4 North								
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/Metre	Site Size (Sq.Ft.)	Price/Sq. Ft.
2502-99th Street	Listing - Realtor	\$399,900.00	C3A	Highway 4 North	4,517.91	\$88.51	48,630.38	\$8.22
506-5th Avenue	Listing - Realtor	\$699,000.00		Highway 4 - Battleford	8,012.78	\$87.24	86,248.85	\$8.10
Average Highway 4 North Lot	Listing - City	\$378,218.00	C3A	Highway 4 North	4,685.42	\$80.72	50,433.44	\$7.50
2592-99th Street	Listing - Realtor	\$299,000.00	C3A	Highway 4 North	4,238.78	\$70.54	45,625.85	\$6.55
Vacant Bypass Lot	Listing - Realtor	\$650,000.00	C3	Highway 16 Bypass - North Battleford	10,870.61	\$59.79	117,010.27	\$5.56
2832-99th Street	Jun-15	\$198,010.00	C3A	Highway 4 North	3,360.95	\$58.91	36,176.96	\$5.47
2862-99th Street	Jun-15	\$197,953.00	C3A	Highway 4 North	3,362.52	\$58.87	36,193.86	\$5.47
2691-99th Street	Sep-18	\$295,000.00	C3A	Highway 4 North	6,764.63	\$43.61	72,813.87	\$4.05

- **Average Listing / Sale Rate** - \$6.20 per square foot
- **Current City Rate** - \$7.50 per square foot
- *Administration believes the current rate is in line with market value.*

## INFILL RESIDENTIAL

- 0 lots purchased in 2021.
- 10 lots in inventory.

Infill Residential								
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/Metre	Site Size (Sq.Ft.)	Price/Sq. Ft.
792-100th Street	Listing - Realtor	\$45,900.00	R2	Low Density Residential	556.92	\$82.42	5994.64	\$7.66
1241-98th Street	Listing - Realtor	\$32,000.00	R3	Medium Density Residential	556.81	\$57.47	5993.45	\$5.34
Average Inner City Residential Lot	Listing - City	\$20,000.00	R2	Low Density Residential	557.42	\$35.88	6,000	\$3.33
872-110th Street	Listing - Realtor	\$19,900.00	R2	Low Density Residential	556.15	\$35.78	5986.35	\$3.32
1501-105th Street	Nov-20	\$17,500.00	R2	Low Density Residential	556.7	\$31.44	5992.27	\$2.92
1161-110th Street	Listing - Realtor	\$15,000.00	R2	Low Density Residential	557.37	\$26.91	5999.48	\$2.50
1171-110th Street	Listing - Realtor	\$15,000.00	R2	Low Density Residential	557.24	\$26.92	5998.08	\$2.50
1181-110th Street	Listing - Realtor	\$15,000.00	R3	Low Density Residential	557.51	\$26.90	6000.99	\$2.50

- **Average Listing / Sale Rate** - \$3.82 per square foot
- **Current City Rate** - \$3.33 per square foot
- *Administration believes the current rate is in line with market value.*

## KILLDEER PARK

- 0 lots purchased in 2021.
  - 48 lots in inventory.

Killdeer Park								
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/ Metre	Site Size (Sq.Ft.)	Price/ Sq. Ft.
186-5th Avenue	Listing - Realtor	\$109,900.00		Battleford	786.84	\$139.67	8,469.51	\$12.98
2630 Finch Crescent	Nov-19	\$96,144.00	R1	Killdeer Park	735.94	\$130.64	7,921.59	\$12.14
Average Killdeer Lot	Listing - City	\$79,145.00	R1	Killdeer Park	605.84	\$130.64	6,525	\$12.13
2409 Buhler Avenue	Oct-20	\$59,360.60	R1	Fairview Heights	554.79	\$107.00	5971.71	\$9.94
2310 Buhler Bay	Apr-19	\$79,972.00	R1	Fairview Heights	769.33	\$103.95	8,281	\$9.66
2330 Buhler Bay	Sep-20	\$69,253.00	R1	Fairview Heights	666.79	\$103.86	7177.27	\$9.65
11101 Battle Springs Ridge	Listing - Town	\$79,279.20		Battle Springs - Battleford	900.90	\$88.00	9,697.21	\$8.18

- **Average Listing / Sale Rate** – \$10.42 per square foot.
- **Current City Rate** - \$12.13 per square foot.
- *Administration is recommending a change in pricing. See Discussion Section.*

## LIGHT INDUSTRIAL

- 1 lot purchased in 2021.
  - 4 lots in inventory.

Light Industrial									
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/ Metre	Site Size (Sq.Ft.)	Price/ Sq. Ft.	Notes
751-110th Street	Feb-22	\$26,000.00	M1	Light Industrial	556.77	\$46.70	5993.02	\$4.34	Includes House
991-104th Street	Listing - Realtor	\$29,900.00	MU	Mixed Use	668.56	\$44.72	7,196.32	\$4.15	
741-110th Street	Nov-20	\$24,000.00	M1	Light Industrial	556.41	\$43.13	5,989.15	\$4.01	
Average Light Industrial Lot	Listing - City	\$70,532.00	M1	Light Industrial	1,638.16	\$43.06	17,633	\$4.00	
602-114th Street	Sep-21	\$429,200.00	M1	Light Industrial	21,060.12	\$20.38	226,689.25	\$1.89	Includes Building

- **Average Listing / Sale Rate** - \$3.60 per square foot.
- **Current City Rate** - \$4.00 per square foot.
- *Administration is recommending a change in pricing. See Discussion Section.*

## PARSON'S INDUSTRIAL PARK

- 0 lots purchased in 2021.
  - 20 lots in inventory.

Parsons Industrial Park								
Address	Sale Date	Sale/List Price	Zoning	Location	Site Size (Sq. M)	Price/Metre	Site Size (Sq.Ft.)	Price/Sq. Ft.
110 Shorthorn Street	Jan-16	\$71,222.00	M2	Parsons Industrial Park	1829.60	\$38.93	19,693.65	\$3.62
Average Phase 1 Parsons Industrial Lot	Listing - City	\$88,179.00	M2	Parsons Industrial Park	2,378.92	\$37.07	25,606.48	\$3.44
111 Aberdeen Street	Listing - Realtor	\$275,000.00	M2	Parsons Industrial Park	8,899.86	\$30.90	95,797.30	\$2.87
118 Shorthorn Street	13-Dec	\$67,986.00	M2	Parsons Industrial Park	1,833.81	\$37.07	19,736.81	\$3.44
120 Shorthorn Street	13-Dec	\$38,038.00	M2	Parsons Industrial Park	1,828.30	\$20.81	19,679.66	\$1.93
122 Shorthorn Street	13-Dec	\$41,200.00	M2	Parsons Industrial Park	1,981.83	\$20.79	21,332.24	\$1.93
124 Shorthorn Street	13-Dec	\$40,762.00	M2	Parsons Industrial Park	1,933.84	\$21.08	20,815.68	\$1.96

- **Average Listing / Sale Rate** - \$2.63 per square foot.
  - **\*\*120, 122, & 124 Shorthorn Street were sold at a discounted price due to a SaskPower Easement which runs through the properties.**
- **Current City Rate** - \$3.44 per square foot.
- *Administration believes the current rate is in line with market value.*

## INCENTIVES

### CITY INCENTIVE POLICIES

The City of North Battleford has 4 separate incentive policies:

- Residential Incentive Policy
- Downtown Incentive Policy
- Key Corridor Incentive Policy
- Heritage Tax Incentive Policy

### RESIDENTIAL INCENTIVE POLICY

The Residential Incentive Policy covers any new residential builds in residential zoning districts in North Battleford. Administration is recommending the Residential Incentive Policy be renewed for 2022 & 2023 in the Killdeer Park neighbourhood. **Three** applications were received and awarded a tax incentive by City Council in 2021. Through recent discussions with potential developers, Administration is anticipating more development in Killdeer Park in 2022.



### DOWNTOWN INCENTIVE POLICY

The Downtown Incentive Policy covers the area located inside the BID Boundary. Administration is recommending the Downtown Incentive Policy be renewed for 2022 & 2023. The City has invested substantial resources into the Downtown through the Downtown Master Plan and the recent UPAR Projects. **One** applicant was awarded the incentive in 2021, and Administration foresees the incentive bringing more development into the downtown in 2022.

### KEY CORRIDOR INCENTIVE POLICY

The Key Corridor Incentive Policy covers 100<sup>th</sup> Street from Territorial Drive to the Downtown and from along Railway Avenue. Administration is recommending the Key Corridor Policy be renewed for 2022 & 2023. The policy did not have any applications in 2021, but through recent discussions with developers, Administration is anticipating more development taking place along the Key Corridor boundary in 2022. Redevelopment of properties can be more time intensive to complete.

### HERITAGE TAX INCENTIVE POLICY

The Heritage Tax Incentive Policy covers properties 60 years of age or older in North Battleford. Administration is recommending the Heritage Tax Incentive Policy be renewed for 2022 & 2023. One application was awarded in 2021 and the policy was first implemented in 2021. Administration does not anticipate more development taking place that meets the criteria, however Administration believes the policy needs to be renewed for more time for potential applicants.



## 2022 DISCUSSION

### PRICING

In 2021, the City repriced the odd-shaped lots in Fairview Heights and all the lots in Killdeer Park. The City also offered a Residential Tax Incentive to any new residential build in a Residential Zoning District in North Battleford. Administration has seen the Fairview Heights neighbourhood and inner-city development fill in, while the lots in Killdeer Park remain vacant.

**Administration is proposing two alternative options for council to consider for the lots in Killdeer Park.**

1. Reprice the lots from \$12.13 per square foot, to \$12.00 per square foot.
  - a. Allows the City to maintain an 8.3% profit margin on any lot sales.
2. Reprice the lots from \$12.13 per square foot to \$11.65 per square foot.
  - a. Allows the City to maintain a 5% profit margin, while also remaining competitive with the regional market.

**Due to the large inventory Administration is recommending repricing the lots in Killdeer Park to \$11.65 per square foot to remain competitive with the regional market.**

The Town of Battleford has recently repriced their comparable Battle Springs Subdivision residential lots at an average of \$8.18 per square foot.

**Administration is also proposing to change the Residential Tax Incentive to only apply to new residential development in the Killdeer Park neighbourhood.**

Developments in recent years have reduced the number of residential lots available for infill development in established neighbourhoods and in the Fairview Heights neighbourhood. The City can price the lots cheaper in Fairview Heights and other neighbourhoods due to the initial investment in the development of the area being lower. As the lots begin to fill in, the City can offer the lots at a lower price to still maintain a profit margin. By focusing the Residential Incentive Policy solely on Killdeer Park, Administration believes it will help make the area more appealing to developers and people looking to build.

**Administration is proposing to reprice 10806 Industrial Avenue & 10810 Industrial Avenue to reflect developable land.**

Administration has recently had conversations with potential developers looking to purchase the lots. Upon inspecting the lots, Administration has realized that much of the land on the remaining lots is undevelopable due to the slope of the lots. Administration is proposing the following:

1. Reprice 10806 Industrial Avenue from \$70,532 to \$58,540 (14,635 square feet of developable land at \$4.00 per square foot).
2. Reprice 10810 Industrial Avenue from \$57,436 to \$43,676 (10,919 square feet of developable land at \$4.00 per square foot).



**MEETING DATE:** March 21, 2022**MEETING:** Planning Committee  
 Public  In Camera**TO:** Randy Patrick, City Manager**FROM:** Stacey Hadley, City Clerk**SUBJECT:** Proposed Council & Committee Code of Ethics Bylaw**Background Information**

The current Code of Ethics Bylaw, No. 2022, was established in 2016 and included the relevant provision of a Code of Ethics Bylaw (COE). During a recent Bylaw review it was established that re-establishment of the Bylaw was necessary to provide clarity within many of the provisions.

Further, with the availability of an Integrity Commissioner, who is experienced in investigating the matters which fall under the provisions in a Code of Ethics Bylaw, the Bylaw requires significant reworking to permit and outline the duties and responsibilities, and appointment of an Integrity Commissioner on an annual basis to effectively conduct any investigations that may be required in the future.

**Strategic Goal(s)**

- Organizational Excellence SG5.0
- Excellence in Governance and Citizen Focused Services SG7.0
- A Council Code of Ethics Bylaw is required under the *Cities Act*

**Discussion and Comment**

Administration researched numerous municipalities within and outside the province to establish best practice in presenting clear and concise direction to Council with respect to their Code of Ethics Bylaw. Administration has included the current Code of Ethics Bylaw and the proposed Council & Committee Code of Ethics Bylaw, being Bylaw No. 2120, for Council's review, consideration, and feedback, however, as there are substantial changes to the Bylaw throughout Administration is unable to include a document highlighting all the changes.

The current Bylaw includes preamble and explanations regarding the "dos and don'ts" associated with Council conduct, ethics, and conflicts of interest. These explanative clauses have been omitted from the proposed Bylaw as they have been found to create confusion between the Bylaws provisions (what is required of Council) and examples of various scenarios that could arise.

Having said that, Administration is drafting a "Council & Council Committee Code of Ethics Guideline" which will be utilized as a reference guide and training tool during Council Orientation sessions moving forward. This guideline will include various issues and questions that may arise in support of the COE Bylaw.

With respect to significant changes, Council may wish to note the following:

The inclusion or changes to the following Sections:

Definitions – to clarify business days, residents, and non-residents

- 19 – Council – Staff Protocol;
- 20 – Public, Media and Social Media Relations;
- 23 – Personal Gain, Gifts and Benefits;
- Division V – Elections and Campaign Work;
- Part IV – Integrity Commissioner; and,
- Part V – Complaints.

### **Options for Consideration**

- Council could provide feedback and recommended changes for the proposed Bylaw and recommend to a Regular Council Meeting for formal adoption;
- Council could decline proceeding with the proposed Bylaw;
- Other per Council's direction.

### **Budget Issues**

The legal review conducted for this Bylaw was within budget.

### **Public Notice and Communication**

The new Bylaw and process will be updated on the City website if adopted.

### **Recommendation(s)**

Administration respectfully requests that Council provide any required amendments to the proposed Bylaw and recommend to a Regular Council Meeting for formal adoption.

Respectfully submitted,



Stacey Hadley, CMC, CIAPP-P  
City Clerk  
Legislative Services

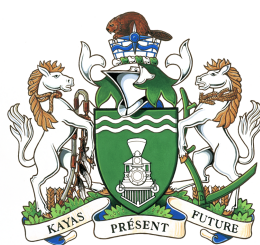
### **Approvals:**

City Manager:



Date:

03/14/22



## Table of Contents

### COUNCIL & COUNCIL COMMITTEES CODE OF ETHICS BYLAW

Section	Page
<b>Part I – General</b>	
1 Short Title.....	2
2 Purpose & Interpretation .....	2
3 Definitions .....	2
4 Application .....	4
<b>Part II – Standards and Values</b>	
5 Expectation .....	5
6 Honesty & Integrity.....	5
7 Objectivity .....	5
8 Respect.....	5
9 Transparency & Accountability.....	6
10 Confidentiality .....	6
11 Leadership and the Public Interest.....	6
12 Responsibility.....	7
<b>Part III – Ethical Conduct, Roles and Duties</b>	
<b>Division I</b>	
13 Transparency, Accountability & Good Governance .....	7
<b>Division II - Privacy</b>	
14 Confidential Information .....	8
15 Personal Information .....	8
<b>Division III – Respectful Conduct</b>	
16 Respectful Conduct of Members.....	9
17 Professional Codes of Conduct.....	9
18 Council and Committee Meeting Conduct.....	9
19 Council – Staff Protocol.....	10
20 Public, Media and Social Media Relations .....	11
<b>Division IV - Property</b>	
21 Personal Gain, Gifts and Benefits .....	12
22 City Assets, Resources and Services .....	13

Section	Page
<b><i>Division V – Elections and Campaign Work</i></b>	
23	Communications ..... 14
24	City Staff, Functions & Other Resources..... 15
25	Other Elections ..... 15
<b>Part IV – Integrity Commissioner</b>	
26	Appointment of Integrity Commissioner ..... 16
27	Interim or Ad Hoc Appointment ..... 16
28	Duties & Responsibilities..... 17
29	Reliance on Integrity Commissioner’s Advance Ruling ..... 18
<b>Part V – Complaints</b>	
30	Informal Complaint Resolution Process ..... 18
31	Formal Request for Investigation ..... 19
32	Initial Complaint Classification ..... 19
33	Frivolous Complaints..... 20
34	Schedule “A” Submission Fees ..... 20
35	Investigation ..... 20
36	Investigation Report ..... 21
37	Council Review ..... 22
38	Reprisals and Obstruction ..... 22
39	Confidentiality ..... 23
40	Repeal..... 23



CITY OF NORTH BATTLEFORD  
SASKATCHEWAN  
**BYLAW NO. 2120**

**A BYLAW OF THE CITY OF NORTH BATTLEFORD, IN THE PROVINCE  
OF SASKATCHEWAN, TO ESTABLISH A CODE OF ETHICS  
APPLICABLE TO ALL MEMBERS OF COUNCIL.**

WHEREAS pursuant to Section 66.1(1) of *The Cities Act*, a Council shall, by bylaw, adopt a code of ethics that applies to all Members of Council;

WHEREAS pursuant to Section 66.1(2) of *The Cities Act*, requires that the code of ethics must define the standards and values that Council expects Members of Council to comply with in their dealings with each other, employees of the city and the public;

WHEREAS pursuant to Section 66.1(3) of *The Cities Act*, no Member of Council shall fail to comply with the City's code of ethics;

WHEREAS pursuant to Section 66.1 of *The Cities Act* requires Council to include in the code of ethics the model code of ethics set out in *The Cities Regulations* and a process for dealing with contraventions of the code;

WHEREAS pursuant to Section 66.1 of *The Cities Act* permits Council to include policies, rules and guidelines regarding a Member of Council accepting gifts or other benefits in connection with that Members holding of office;

WHEREAS pursuant to Section 66.1 of *The Cities Act* permits Council to include rules regarding the suspension of a Member of Council who has contravened the code of ethics;

WHEREAS pursuant to Section 66.1 of *The Cities Act* permits Council to include any other statements of ethics and standards determined to be appropriate by Council;

WHEREAS Members of Council of the City of North Battleford recognize that their actions affect the lives of all residents and property owners in the City and that fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards;

WHEREAS Members of Council recognize their obligation to serve the community in a conscientious and diligent manner, recognizing that as leaders of the community they are held to a higher standard of behaviour and conduct;



WHEREAS Members of Council recognize that the quality of public administration and governance of the City, as well, as its reputation and integrity, depend on their conduct as elected officials;

WHEREAS the establishment of a code of ethics for Members of Council reflects the City's corporate values of collaboration, communication, integrity, respect, trust, professionalism and accountability;

WHEREAS ethics and integrity are at the core of public confidence in government and in the democratic process, and Members of Council are expected to perform their duties of office and arrange their private affairs in a manner that promotes public confidence, avoids conflicts of interest, and avoids the improper use or the appearance of improper use of influence of their office;

WHEREAS public confidence requires Members of Council to uphold both the letter and the spirit of the law, including policies adopted by Council; and,

WHEREAS a code of ethics ensures that Members of Council share a common understanding of acceptable conduct extending beyond the legislative provisions governing their conduct as set out in *The Cities Act*, *The Local Government Election Act*, *The Local Authority Freedom of Information and Protection of Privacy Act*, and the *Criminal Code*;

NOW, THEREFORE, the Council of the City of North Battleford in the Province of Saskatchewan, enacts as follows:

## **PART I General**

### **Short Title**

1. This Bylaw may be cited as *The Council & Council Committees Code of Ethics Bylaw*.

### **Purpose and Interpretation**

2. 1) The purpose of this Bylaw is to outline the expected ethical standards and values for all members of Council and individuals appointed by City Council to any Committee, Commission or Board of Council.  
2) This Bylaw is to be used to guide behaviour respecting obligations when fulfilling duties and responsibilities as elected officials or as City Council appointed members of a Board or Committee  
3) This Bylaw also establishes and provides a procedure for the investigation and enforcement of the expected standards and values.  
4) This Bylaw must be interpreted in accordance with the applicable legislation, the common law, and the policies and bylaws of the City.



- 4) Neither the law nor this Bylaw is to be interpreted as exhaustive, and there will be occasions on which Council will find it necessary to adopted additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

### Definitions

3. 1) In this Bylaw,
  - a) **“Act”** means *The Cities Act*.
  - b) **“Business day”** means any day except any Saturday, Sunday, or Statutory Holiday.
  - c) **“Campaign period”** means the 90-day period preceding a general election or a by-election.
  - d) **“City Clerk”** means the person appointed as City Clerk pursuant to section 85 of *The Cities Act* and includes a person acting his or her designate.
  - e) **“City Manager”** means the person appointed as the administrative head of the City of North Battlefords pursuant to section 84 of *The Cities Act* and includes a person acting as his or her designate.
  - f) **“City resources”** includes City-owned, City-supplied or City-paid cell phones, smart phones, computers, other electronic devices, phone number, email address, website, business cards, official photograph, facilities, equipment, records, supplies, services, staff time, and the City crest.
  - g) **“Committee”** means a committee, board, or other body duly *appointed* by Council.
  - h) **“Committee of the Whole”** means all members of Council present at a meeting of Council sitting in committee.
  - i) **“Complainant”** means an individual, either personally or on behalf of an organization, or Member of Council submitting a complaint.
  - j) **“Confidential information”** means information that may be considered in camera by Council or Council Committees pursuant to *The Cities Act* and falls within the exemptions in Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*.
  - k) **“Council”** Council for the City of North Battleford elected pursuant to the provisions of section 11 of *The Local Government Elections Act*, as the governing body of the municipality.
  - l) **“Director”** City of North Battleford Departmental head and includes a person acting as his or her designate.
  - m) **“Election campaign”** means all activities related to the re-election of a member and not to their duties under *The Cities Act* as a member.
  - n) **“Election day”** means election day as defined in *The Local Government Election Act*.

- o) **“Family”** means the member’s spouse, partner, child, parent, sibling, in law, and stepparent, child, or sibling.
- p) **“Gift or personal benefit”** means an item or service of value that is received by a member for their personal use. It includes money, gift cards, tickets to events, clothing, jewelry, pens, discounts/rebates on personal purchases, entertainment, participation in sport and recreation activities, and invitations to social functions.
- q) **“In Camera”** means the absence of the public or confidential.
- r) **“Integrity Commissioner”** means the person or persons appointed by the City to fulfill the duties and responsibilities assigned to that office pursuant to this Bylaw.
- s) **“Member”** means the Mayor, Councillor or an appointed individual to a committee, commission, or board of Council.
- t) **“Nomination day”** means nomination day as defined in *The Local Government Election Act*.
- u) **“Non-Resident”** an individual or organization residing outside of the municipal boundaries but in the Province of Saskatchewan.
- v) **“Personal information”** means personal information about an identifiable individual that is recorded in any form, as further specified in section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- w) **“Resident”** an individual, property owner, or Member of Council eligible to vote in a City of North Battleford local election; and therefore, must be:
  - a) a Canadian Citizen;
  - b) at least 18 years of age;
  - c) have resided in the Province of Saskatchewan for at least six (6) consecutive months immediately preceding the day of the complaint’s submission; and:
    - (i) Has resided in the municipal boundaries, or on land now in the municipal boundaries for at least three consecutive months immediately preceding the day of the complaints submission; or,
    - (ii) is the owner of assessable land in the municipality, or land now situated in the municipality, for at least three consecutive months immediately preceding the day of the complaints submission.
- x) **“Social Media”** shall mean any third-party hosted, web-based, and mobile technologies that allow the creation and exchange of user-generated content to share opinions, information, promote discussion, and build relationships. These include, but are not limited to, blogging, digital applications, document-sharing, forums and discussion boards, photo sharing, social networking, and video sharing.
- y) **“Staff”** means any staff member of the City, whether full time, part time, contracted, seasonal or volunteers.

- 2) Words and terms not defined in this Bylaw shall have the meanings provided in *The Cities Act*.

### **Application**

4.
  - 1) This Bylaw applies to all members of Council, and any other Board or Committee member appointed by City Council pursuant to section 66.1(6)(a) of *The Cities Act*.
  - 2) In the event of a conflict between this Bylaw and another City Bylaw or Policy governing member conduct, this Bylaw governs.
  - 3) This Bylaw does not apply to contraventions of sections 114 – 119 of *The Cities Act*.
  - 4) This Bylaw does not apply to Schedule “A” submissions received by the City prior to the date this Bylaw comes into force.
  - 5) This Bylaw continues to apply to a member throughout an election campaign period and during any paid or unpaid leave of absence while elected to office.

## **PART II Standards and Values**

5.
  - 1) Members must uphold the standards and values set out in this Bylaw.

### **Honesty & Integrity**

6.
  - 1) Members shall demonstrate integrity by the following conduct:
    - a) be truthful, honest and open in their roles as members of Council with other members, City Staff, the public and the community they serve;
    - b) ensure that their actions are consistent with the shared principles and values collectively agreed to by the majority of Council; and,
    - c) follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.

### **Objectivity**

7. Members of Council shall make decisions carefully, fairly, and impartially.

### **Respect**

8.
  - 1) Members shall treat every person, including other City staff, and the public, with dignity, understanding, and respect.
  - 2) Members shall show consideration for every person’s values, beliefs, experiences and contributions to discussions.
  - 3) Members shall not engage in behaviour that is indecent, insulting, or abusive, nor use derogatory language towards others, in their roles as members of Council.

- 4) Members shall:
  - a) respect the rights of other people and groups;
  - b) treat people with courtesy; and
  - c) recognize the importance of the different roles others play in local government decision-making.

### **Transparency and Accountability**

9. 1) Members shall endeavor to conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in an in camera session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.
- 2) Members are responsible for the decisions they make including acts of commission and acts of omission.
- 3) Members shall listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.

### **Confidentiality**

10. 1) Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 2) Members shall not take advantage of or obtain private benefit from information:
  - a) obtained in the course of, or as a result of, their official duties or position; and,
  - b) not in the public domain.
- 3) Members shall comply with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council.

### **Leadership and the Public Interest**

11. 1) Members shall serve their constituents in a conscientious and diligent manner and act in the best interests of the City.
- 2) Members shall strive to build and inspire the public's trust and confidence in local government by focusing on issues important to the community and demonstrating leadership.
- 3) Members shall consider the issues before them and make decisions as a collective body recognizing the democratic majority, and acknowledging its rationale, when articulating personal opinions on a decision of Council.
- 4) Members are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing, or unethical conduct.

## Responsibility

12. 1) Members shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Cities Act*.
- 2) Members shall disclose actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, follow policies and procedures of the City, and exercise all conferred powers strictly for the purpose for which the powers have been conferred.
- 3) Each member is responsible to prevent potential and actual conflicts of interest.

## PART III Ethical Conduct, Roles, and Duties DIVISION I

### Transparency, Accountability and Good Governance

13. 1) Members shall endeavor to conduct and convey City business and all their duties in an open and transparent manner, other than for those matters that by virtue of legislation members are authorized to deal with in a confidential manner in camera.
- 2) A member must in the discharge of their office:
  - a) Act in the best interests of the City taking into account the interests of the City as a whole, and without regard to the member's personal interests;
  - b) Consider all decisions and issues thoughtfully, consistently, impartially, and fairly by considering all relevant facts, opinions, and perspectives;
  - c) Bring to the attention of Council any matter that would promote the welfare or interest of the City;
  - d) Act competently and diligently; and,
  - e) Attend Council meetings and vote on any matter brought to a Council meeting attended by the member unless the member must abstain under *The Cities Act*, another enactment or at law.
- 3) A member must attend all training to be provided to members as directed by Council and during Council Orientation.
- 4) The training directed by Council will include a mandatory ethical conduct and conflict of interest course, presented by the Integrity Commissioner, to be held within one (1) month of the first meeting of Council following the general election.
- 5) Upon notice to Council, the City Clerk may extend the deadlines described in subsection 2.

## DIVISION II Privacy

### Confidential Information

14. 1) A member must protect confidential information. This includes the following duties:
- a) a member must not disclose confidential information, including to City staff, or to persons outside the City, except as authorized by Council;
  - b) a member must not use confidential information with the intention to cause harm or detriment to Council, the City or any other person or body;
  - c) a member must protect confidential information from inadvertent disclosure;
  - d) a member must use confidential information only for the purpose for which it is intended to be used;
  - e) a member must take reasonable care to prevent the examination of confidential information by unauthorized individuals; and
  - f) a member must not take personal advantage of, or use for their own benefit, corporate or financial opportunities learned about through confidential information.
- 2) A member who is appointed to the board of another organization, in their role as a member may report all permitted information from that board to all Committees of the Whole and Council.
- 3) By virtue of their office, in either oral or written form, members may only use, collect, and disclose information in accordance with *The Local Authority Freedom of Information and Protection Act*.
- 4) A member must only access and use City information during the normal course of their duties.
- 5) A member must retain records and other information in accordance with best practices and must respond in good faith to all requests for information made pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act*.

### Personal Information

15. 1) By virtue of their office, a member must comply with the *Local Authority Freedom of Information and Protection of Privacy Act*, ensuring all reasonable and necessary measures are taken to protect the personal or private information of individuals.

## DIVISION III Respectful Conduct

### Respectful Conduct of Members

16. 1) Members shall speak to members of Parliament, other members of Council, City staff and the public respectfully, without abuse, bullying, or intimidation to ensure the work environment is free from discrimination and harassment in accordance with the City's Harassment Policy, the Human Rights Code and relevant legislation.
- 2) All communication shall be delivered in a respectful, cooperative, nonthreatening, and non-offensive manner with a display of respect for the opinion of others.
- 3) Members shall encourage public respect for:
  - a) Council as a whole;
  - b) other members individually;
  - c) the City as an organization;
  - d) City staff;
  - e) City Bylaws; and,
  - f) City Policies.

### Professional Codes of Conduct

17. 1) Members of Council with professional affiliations, such as accountants, lawyers, engineers, auditors, etc., may be subject to more than one Code of Ethical Conduct. If a situation arises that may cause conflict or confusion, the member shall consult with the City Manager or the City Clerk.

### Council and Committee Meeting Conduct

18. 1) Members will exercise their authority to make decisions in a manner that demonstrates fairness, respect for differences, and an intention to work together for the common good and in the public interest.
- 2) Members will prepare for meetings by reviewing materials in advance, if possible, and will be respectful and attentive to, and ask informed questions of, the public and City staff providing information at a Council or Council Committee meeting.
- 3) Members will not provide information contained in records or documents at a meeting unless those records or documents have been provided to all of Council in advance.
- 4) Members will make all reasonable effort to attend and participate in diligently, all Council and Council Committee meetings, as well as meetings of any other body the member is appointed to on behalf of Council.

- 5) If a member cannot attend a Council or Council Committee meeting, the member will make all reasonable efforts to notify the City Manager or City Clerk of the reason for their absence and may authorize the chair to announce the reasons for the member's absence at the meeting.
- 6) Members will treat all persons equal in the performance of his or her official duties and, shall refrain from giving preferential treatment to any person, group, or organization in accordance with the City of North Battleford's *Charter of Values*.
- 7) Members who act as chair of a meeting will, at the start and throughout the meeting, set expectations for appropriate decorum and conduct for all in attendance.
- 8) Members shall not:
  - a) speak on any subject other than the subject in debate;
  - b) Use offensive or vulgar language;
  - c) disclose the content of confidential matters or the substance of the deliberations of the in camera meeting;
  - d) disobey the Rules of Procedure, or a decision of the Mayor or of Council on questions of order or practice or upon the interpretation of the Rules of Procedure.
  - e) engage in personal attacks or outbursts of an emotional or frustrated nature;
  - f) display inappropriate or exaggerated facial gestures, or engage in inappropriate gestures;
  - g) engage in sidebar conversations unless relevant to the topic of discussion during a meeting or seeking clarification on an issue. Such conversations must be kept quiet with little or no public display.

### **Council-Staff Protocol**

19. 1) Members must direct queries and obtain all necessary information regarding the operations and administration of the City from the City Manager using processes established by the City Manager.
- 2) Members who receive complaints and/or requests for operational services or assistance shall direct the individual to Service Tracker on the City's website or to the appropriate department for assistance and advise the City Manager.
- 3) Members of Council appointed to any board, commission or committee separate of Council and a Committee of the Whole, may submit requests for information to the appropriate Director overseeing the respective board, commission, or committee, copying the City Manager.
- 4) Members will respect the role of City staff to provide neutral and objective information without undue influence and interference.
- 5) A member must not use, or attempt to use, their office for the purpose of intimidating, influencing, threatening, coercing, or directing City staff.



- 6) Members must not request City staff to undertake personal or private work on behalf of the member or accept such work from City staff.
- 7) A member must not demand City staff to engage in partisan or political activities at any level of government or subject any City staff to reprisal for a refusal to engage in such activities.
- 8) A member must not subject any City staff to reprisal for any engagement in partisan or political activities, at any level of government, which is done in their personal capacity.
- 9) Members must not participate in any way or attempt to influence the hiring of any City staff.
- 10) If serving as a reference or recommending an individual for employment with the City, a member must comply with the City's hiring practices and must not use their role as an elected official to unfairly influence any hiring decisions.
- 11) A member must not attempt to use a relationship with a family member who is also an employee with the City for the member's personal gain or benefit.

#### **Public, Media, and Social Media Relations**

20. 1) That unless otherwise authorized, the Mayor is the Chief Spokesperson for Council related to issues of governance, long term planning, major changes in operations and other decisions made by City Council.
- 2) Members of Council must remain aware of commentary published on social media surrounding matters related to City business and issues before Council so as not to prejudice the public process when commenting.
- 3) When commenting on matters relating to City business, members of Council must ensure that confidentiality is protected in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act* at all times.
- 4) That the conduct of members on social media remains consistent with their obligations as an elected official for the municipality, including any relevant legislation, City Bylaws and Policies.
- 5) Without limiting the ability of a member to hold a position on an issue and respectfully express their opinions, members must accurately communicate the decisions of Council to ensure respect and integrity in the decision-making processes of Council.
- 6) Subject to sections 19 and 20, members of Council must not respond to a formal inquiry, comments from the media, social media, or complaints from a third party regarding the City of North Battleford unless it is within the scope of their position to do so.
- 7) Members of Council may use their social media profiles as a secondary City of North Battleford information source only, after information has been officially released by the City, including the sharing of information released via the City's website and social media accounts.

- 8) No member may engage in negotiations or make representations or commitments on behalf of the City unless authorized to do so by Council but may advocate for the City's interests on topics agreed to by the majority of Council to any level of government or non-governmental body as opportunities arise.
- 9) If a member becomes aware of or receives an inquiry that is specific to another member, the member will refer the matter to the other member or request that the inquiring individual contact the other member or the Mayor.

#### DIVISION IV Property

##### **Personal Gain, Gifts, and Benefits**

21. 1) Members must not accept a fee, advance, loan, gift, or personal benefit that is connected directly or indirectly to the members duties, except as follows:
  - a) compensation authorized by law, including compensation for serving on external bodies as a Council-approved City representative;
  - b) received as a normal or necessary incident to fulfilling the member's duties;
  - c) received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.00;
  - d) received in relation to a person's volunteer time or activities provided to further the interests of the City;
  - e) a suitable memento of a function honouring the member;
  - f) lodging, transportation, and entertainment provided by provincial, regional, and local governments or political subdivisions of them, by the Federal government or by a conference, seminar, or event organizer where the member is either speaking or attending in an official capacity.
  - g) reimbursement of expenses associated with travel to and attendance at a conference or other event where the member is speaking or attending in an official capacity; or
  - h) Non-cash gifts from vendors not exceeding \$250.00 including but not limited to meals, gifts, fruit baskets, flowers or sporting or other event tickets.
  - i) tickets to meals, banquets, receptions, sporting events, or similar activities exceeding a \$250.00 value if:
    - (i) attendance serves a legitimate purpose associated with the member's duties;
    - (ii) the person extending the invitation, or a representative of the inviting organization is in attendance; and
    - (iii) the value is reasonable and the invitations infrequent.
- 2) A member must, as soon as practicable, return to the donor any gift or personal benefit that does not comply with this Bylaw, along with an explanation as to why the gift or personal benefit cannot be accepted.

- 3) In the case of exceptions listed in subsections 21.3 b), c), e), f), g), and h), if the value of the gift or personal benefit exceeds \$250 or if the total value of gifts or personal benefits received from one source during the calendar year exceeds \$250, the member shall include the information required by subsection 2) on the annual disclosure statement.
- 4) For each gift or personal benefit that must be disclosed pursuant to subsection 3 either individually or as part of a cumulative total, the disclosure statement shall indicate:
  - a) the nature of the gift or personal benefit, by description, photograph, or both;
  - b) the estimated value of the gift or personal benefit;
  - c) the source of the gift or personal benefit; and,
  - d) the circumstances under which the gift or personal benefit was given or received.
- 5) A member must file an annual disclosure statement and submit it to the City Clerk not later than November 30<sup>th</sup> of each year outlining the information described in subsection 4 or stating that there is nothing to disclose.
- 6) Disclosure statements pursuant to subsection 5 will be a matter of public record in the prescribed format determined by the City Clerk.

### **City Assets, Resources and Services**

22. 1) A member must not use, or permit the use of, City land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the City.
- 2) A member may use City assets that are generally available to the public on the same terms and conditions offered to the public, including complying with booking procedures and paying applicable fees.
- 3) A member may use communication facilities, such as computers, telephones, email, and mobile devices, provided by the City for personal use provided that such use is not offensive or inappropriate, or would not cause harm to any person.
- 4) A member will comply with all information security procedures applicable to City staff and will not take any actions that may compromise the integrity or security of the City's information systems.
- 5) A member must not attempt to obtain financial gain from any of the City's intellectual property and acknowledges that the City's intellectual property is owned by the municipal corporation.
- 6) A member will maintain their constituency and City records in accordance with City policies and applicable laws.
- 7) Immediately prior to the end of their elected term of office, members will return City assets, including City records to the City Clerk in accordance with all relevant City policies.

- 8) Subject to subsection 7, immediately prior to the end of their elected term of office, members may return or make arrangements for the purchase of their assigned electronic equipment with the City Clerk in accordance with all relevant City Information Technology policies.
- 9) Members of Council who do not complete a full term of office must return all City assets, including City records and electronic equipment as soon as reasonably possible to the City Clerk.
- 10) All emails or messages sent or received, files stored, and use of internet on City devices and through the City's firewall are subject to inspection, tracing, logging, *The Local Authority Freedom of Information and Protection of Privacy Act*, and any future investigations.
- 11) No member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City.
- 12) No member shall use information gained in the execution of his or her duties that is not available to the general public for any purposes other than carrying out their official duties.

## DIVISION V Elections and Campaign Work

### Communications

23. 1) Public events and advertising or media paid for through City budgets allocated for Council use or public events organized or sponsored by members using any City budgets or assets must be completed ninety (90) days before general voting day in a general election year.
- 2) A member must not issue City-funded mass email distributions between nomination day and election day.
- 3) A member must not use City postage or other resources for mass mailings of any kind between nomination day and election day.
- 4) A member must not place City information updates in community newsletters or social media between nomination day and election day.
- 5) A member must not use any City communications facilities or services for their campaign; this includes the use of media addresses, email addresses and distribution lists, the City's photo library, website development, writing or print material services.
- 6) No member will refer to themselves in election campaign advertisements as "Councillor X" or "Mayor Y".
- 7) A member may only use the City's website, social media, email, and phone number for official duties.

- 8) A member will maintain separate websites, social media, email and phone number for all campaign activities and communications. These accounts shall include, where possible, a disclaimer that they are not City-funded, nor do they reflect City policy during a campaign period. Account names should not include the member's current elected position title.
- 9) Website and email distribution lists that are used for official duties may not be used for campaign activities and communications.
- 10) Links are not allowed on City websites or external websites paid for by the City to a member's campaign website at any point in time during a term of office. This does not prevent the Returning Officer from providing links to campaign websites for all candidates on the Elections website.

### **City Staff, Functions and Other Resources**

24. 1) No member shall use the services of City staff for election campaign related purposes during hours in which those City staff receive any compensation from the City.
- 2) City staff shall not identify themselves as City staff while working on an election campaign.
- 3) A member must not seek individual advice from City staff regarding election rules and processes, or regarding their obligations as candidates, including any obligations as candidates that may apply while the member holds office. Nothing restricts a member from receiving information available to all candidates for an election.
- 4) City resources must not be used by a member or staff for election campaigns or for a fundraising event at any point during a term of office.
- 5) Under no circumstances should member's offices be used to engage in election campaign related activities.
- 6) City data must not be used by members for election campaigns or fundraising events unless those data sources are publicly available, and all fees associated with the use of the data have been paid for by the election campaign funds.
- 7) Any election campaign related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rental to the public and that has been arranged and paid for through the normal rental process.
- 8) A member who is nominated to run for re-election must not participate in any City-sponsored events requiring them to perform official ceremonial duties between nomination day and election day.
- 9) A member who is nominated to run for re-election must not wear the Mayor's Chain of Office at any event between nomination day and election day.
- 10) A member must not use their office to gain an unfair advantage over other candidates, or to provide an unfair advantage for a candidate.

## **Other Elections**

25. 1) A member must not use City resources to promote or oppose the candidacy of any person to elected office in any municipal, provincial, or federal campaign.
- 2) A member may choose to take an unpaid leave of absence to run for elected office of another government.
- 3) During a period of leave under subsection 1), the member:
  - a) shall not receive any confidential agendas, communications or documents from the City;
  - b) shall receive copies of all public information;
  - c) shall not be required to return their City resources, but will not use them for any non-civic purpose; and
  - d) shall not be reimbursed for any mileage, travel expenses or similar expenses.

## **PART IV Integrity Commissioner**

### **Appointment of Integrity Commissioner**

26. 1) Council shall appoint an Integrity Commissioner to undertake the duties and responsibilities assigned to that office pursuant to this Bylaw:
  - a) for a specified period of time;
  - b) on an ad hoc basis; or
  - c) jointly with another municipality or municipalities.
- 2) The appointment of an Integrity Commissioner may be made, suspended, or revoked only if the majority of Council vote to do so.
- 3) Council shall not dismiss an Integrity Commissioner except for cause.

### **Interim or Ad Hoc Appointment**

27. 1) This section is applicable in the following circumstances:
  - a) if the City has not yet entered into a contract for the appointment of an Integrity Commissioner for a specified term;
  - b) in the interim period between the expiry of the appointment of one Integrity Commissioner and their re-appointment or the appointment of a new Integrity Commissioner;
  - c) if the appointed Integrity Commissioner is unable or unwilling to act; or
  - d) if the City appoints an Integrity Commissioner on an ad hoc basis.

- 2) In the circumstances described in subsection 1):
  - a) formal written complaints of a violation of this Bylaw shall be submitted to the City Clerk;
  - b) the City Clerk shall forward all complaints received subject to the circumstances described in subsection 1 to Council and the member identified in the complaint, in camera.
  - c) Upon receipt of a complaint under section 27, Council shall appoint an Integrity Commissioner having the necessary skills, knowledge, and experience to investigate the complaint, within thirty (30) business days.
  - d) Subject to an appointment under section 27, the Integrity Commissioner shall conduct an investigation in accordance with sections 28 and 35.

### **Duties and Responsibilities**

28. 1) The Integrity Commissioner Shall:
  - a) subject to section 27, assess all written complaints to determine if there is jurisdiction to investigate, sufficient grounds for an investigation, opportunity for settlement or if the complaint is frivolous and vexatious.
  - b) investigate and conduct inquiries into contraventions of this Bylaw;
  - c) determine and report to an in camera Committee of the Whole as to whether a member is in contravention of this Bylaw;
  - d) make confidential recommendations to Council on whether to impose sanctions or require corrective actions if there is a contravention; and
  - e) publish a public annual report on the work of the Integrity Commissioner including examples in general terms of advice and advance rulings rendered and complaints received and disposed of.
- 2) The Integrity Commissioner shall, if requested:
  - a) provide oral advice and written advance rulings and recommendations to members on questions of compliance with this Bylaw;
  - b) provide Council with specific and general advice on this Bylaw and issues of compliance with this Bylaw;
  - c) prepare written materials for distribution to, and use by, members regarding the role of the Integrity Commissioner and the ethical obligations and responsibilities of members under this Bylaw;
  - d) prepare written materials and content for the City'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;
  - e) deliver educational programs to members and staff regarding the role of the Integrity Commissioner and the ethical obligations and responsibilities of members under this Bylaw; or,

- f) provide advice and recommendations to Council regarding amendments to this Bylaw.

### **Reliance on Integrity Commissioner's Advance Ruling**

29. 1) If an Integrity Commissioner is currently appointed, a member may request that the Integrity Commissioner provide a written advance ruling and a recommendation on questions of compliance with this Bylaw.
- 2) The Integrity Commissioner may make any inquiries they consider appropriate to provide the member with a written ruling and recommendations.
- 3) If the conduct of a member is being investigated in a matter that was the subject of a written advance ruling or recommendations by the Integrity Commissioner, the member may rely on, and the Integrity Commissioner is bound by the ruling or recommendations by the Integrity Commissioner if:
- a) the member disclosed all known specific facts to the Integrity Commissioner at the time of the request and those facts remain unchanged;
  - b) the member requested an advance ruling prior to taking any action; and
  - c) the member followed the advance ruling or recommendations.
- 4) The City shall appoint a different, ad hoc Integrity Commissioner to deal with a specific complaint in the following circumstances:
- a) if a complaint is received with respect to an issue that the member has received an advance ruling or recommendations from the appointed Integrity Commissioner;
  - b) the appointed Integrity Commissioner is not bound by the advance ruling or recommendations as the conditions in subsection 3) have not been met; and
  - c) the appointed Integrity Commissioner would not be able to fairly deal with the complaint because of the information already provided by the member.
- 5) The Integrity Commissioner is not bound by oral advice given to any member.

## **PART V Complaints**

### **Informal Complaint Resolution Process**

30. 1) Any person, either individually or on behalf of an organization, who has identified or witnessed conduct by a member that the person believes is in contravention of this Bylaw may advise the member that the conduct violates the Bylaw and encourage the member to stop.



### Formal Request for Investigation

31. 1) Formal written complaints of a violation of this Bylaw shall be submitted to the City Clerk in the form in Schedule "A" or in any other form approved by the City Clerk, and the applicable Schedule "A" submission fee.
- 2) The City Clerk shall forward all formal written complaints received to the Integrity Commissioner upon receipt of a complaint and the applicable submission fee.
- 3) The Complaint must:
  - a) be in writing;
  - b) be dated and signed by an identifiable person; and
  - c) set out all of the grounds and information related to the violation including the date, time and location of the alleged violation, the name of the accused member, an explanation as to which provision of the Bylaw has been violated, and any evidence in support of the allegation including the names and statements of any witnesses.
- 4) The Integrity Commissioner may investigate a complaint that does not comply with subsection 3) if, in the Integrity Commissioner's opinion, the circumstances warrant.
- 5) Complaints or investigation within ninety (90) days prior to a municipal election shall be suspended until after election day.

### Initial Complaint Classification

32. 1) Given the broad nature of the obligations in this Bylaw and the potential for overlap with other legislative and common law requirements, complaints shall be directed, if possible, to another process or forum if another process or forum would be more appropriate for addressing the complaint.
- 2) On receipt of a complaint pursuant to section 31, the Integrity Commissioner shall make an initial determination if the complaint is, on its face, a complaint with respect to non-compliance with this Bylaw.
- 3) If a complaint is not, on its face, a complaint with respect to non-compliance with this Bylaw, or if a complaint would be more appropriately addressed through another process, the Integrity Commissioner or City Clerk, in the circumstances of subsection 27.1, shall advise the complainant in writing as follows:
  - a) if the complaint is an allegation of a criminal nature consistent with the *Criminal Code*, the complainant shall be advised that they must pursue the allegation with the appropriate police service;
  - b) if the complaint is with respect to non-compliance with *The Cities Act*, including sections 114 through 119 of *The Cities Act*, the complainant shall be advised that they must pursue the allegation pursuant to *The Cities Act*,

- c) if the complaint is with respect to non-compliance with a more specific Council Policy or Bylaw with a separate complaint procedure, the complainant shall be advised that they must pursue the allegation under that procedure;
- d) if the complaint is with respect to a matter that is subject to an outstanding complaint under another process such as a court proceeding, a Human Rights complaint or similar process, the investigation may be suspended pending the result of the other process;
- e) in other cases, the complainant shall be advised that the matter, or part of the matter, is not within the jurisdiction of the Integrity Commissioner to investigate, with any additional reasons and referrals that are appropriate.

### **Frivolous Complaints**

33. 1) Subject to section 27, if the Integrity Commissioner is of the opinion that a complaint is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, an investigation shall not be conducted or if an investigation has begun, it shall be terminated.

### **Schedule "A" Submission Fees**

34. 1) Schedule "A" submission fee's for:
- a) residents are \$25.00
  - b) non-residents are \$100.00
- 2) If the Integrity Commissioner is of the opinion that a complaint has sufficient grounds for investigation or insufficient grounds for an investigation but was reasonably made in good faith, Schedule "A" Submission Fees shall be reimbursed to the complainant.
- 3) If the Integrity Commissioner is of the opinion that a complaint is frivolous, vexatious, or not made in good faith, Schedule "A" Submission Fees shall be retained by the City.

### **Investigation**

35. 1) If a complaint is not directed to another process or forum pursuant to section 32 or rejected pursuant to section 33, the Integrity Commissioner shall investigate the complaint and may attempt to settle the complaint.
- 2) The Integrity Commissioner shall:
- a) serve the complaint and supporting material on the member whose conduct is in question with a request that a written response to the allegation by way of affidavit or otherwise be filed within ten (10) business days;
  - b) serve a copy of the response provided upon the complainant with a request for a written reply within ten (10) business days; and,

- c) Upon notice to the complainant and the respondent, the Integrity Commissioner may extend the deadlines described in subsection 2.
- 3) If necessary, the Integrity Commissioner may:
  - a) speak to anyone relevant to the complaint; and
  - b) access any records relevant to the complaint, except a record that:
    - (i) contains information that is subject to solicitor-client privilege;
    - (ii) was prepared by or for legal counsel for the City in relation to a matter involving the provision of advice or other services by legal counsel; or
    - (iii) contains correspondence between legal counsel for the City and any other person in relation to a matter involving the provision of advice or other services by legal counsel.
- 4) The Integrity Commissioner shall not issue a report finding a violation of this Bylaw on the part of any member unless the member has had reasonable notice of the basis for the proposed finding and any recommended sanctions or corrective actions and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanctions, or corrective actions.

### **Investigation Report**

36. 1) Subject to subsection 4), the Integrity Commissioner shall report to the complainant and the member no later than sixty (60) business days after receipt of the complaint.
  - 3) Upon notice to the complainant and the respondent, the Integrity Commissioner may extend the deadlines described in subsection 1.
  - 4) Subject to subsection 5), if the Integrity Commissioner determines that this Bylaw has been violated and the complaint is substantiated in whole or in part, the Integrity Commissioner shall report to Council the findings and the terms of settlement, recommended sanctions, or corrective actions.
  - 5) If the Integrity Commissioner determines that this Bylaw has been violated and the complaint is substantiated in whole or in part, the Integrity Commissioner shall not report any recommended sanctions or corrective actions to the complainant.
  - 6) The Integrity Commissioner's report will be considered in camera by a Committee of the Whole.
  - 7) If the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner shall not report to Council except as part of an annual or periodic report.
  - 8) Any recommended sanctions or corrective actions must be permitted in law and shall be designed to ensure that the inappropriate conduct does not continue.
  - 9) If the Integrity Commissioner determines that this Bylaw has been violated although the member took all reasonable measures to prevent it, or that a violation occurred that was trivial or committed through inadvertence or an error of judgement made in good faith, the Integrity Commissioner shall so state in the report and may recommend that no sanctions, or corrective actions be imposed.

**Council Review**

37. 1) Council shall consider and respond to an investigation report from the Integrity Commissioner no more than thirty (30) business days after the report is first considered.
- 2) Upon receipt of an investigation report from the Integrity Commissioner, Council may, in circumstances where the Integrity Commissioner has determined that this Bylaw has been violated, impose the sanctions and corrective actions recommended by the Integrity Commissioner or any other censure, sanctions and corrective actions allowed by law.
- 3) Possible censure, sanctions or corrective actions may include the following:
  - a) a letter of reprimand addressed to the member;
  - b) requesting the member to issue a letter of apology;
  - c) publishing a letter of reprimand or request for apology and the member's response;
  - d) requiring the member to attend training;
  - e) suspending or removing the member from Council committees or other bodies;
  - f) suspending or removing the member from a position of chairperson of a Committee or the Whole or a Council appointed Committee.

**Reprisals and Obstruction**

38. 1) No person shall obstruct the Integrity Commissioner in the carrying out of the Integrity Commissioner's duties or responsibilities.
- 2) No person shall threaten or undertake any active reprisal against a person initiating an inquiry or complaint under this Bylaw, or against a person who provides information to the Integrity Commissioner in the context of an investigation.
- 3) No person shall destroy documents or erase electronic communications related to a matter under investigation under this Bylaw or refuse to respond to the Integrity Commissioner when questioned regarding an investigation.

**Confidentiality**

39. 1) Pursuant to section 27 and 31, the Integrity Commissioner will use all reasonable efforts to investigate complaints in confidence. The Integrity Commissioner and every person acting under the Integrity Commissioner's instructions shall preserve secrecy with respect to all matters that come to the Integrity Commissioner's knowledge in the course of any investigation or complaint except as required by law.

- 2) While an investigation report provided to Council may be considered in camera by a Committee of the Whole for the purposes of receiving advice including legal advice and deliberating on the report, when Council responds to a report, it shall do so in a public meeting and the report shall be available to the public.
  - 3) An investigation report shall only disclose such matters as in the Integrity Commissioner's opinion are necessary for the purposes of the report.
40. 1) Bylaw Number 2022 and all amendments hereto, are hereby repealed.
41. 1) This Bylaw shall come into force and effect on the date of the final passing thereof.

Introduced and read a first time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2022.

Read a third time and adopted as amended this \_\_\_\_ day of \_\_\_\_\_, 2022.

DRAFT

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CITY CLERK



**CITY OF NORTH BATTLEFORD**  
**Schedule "A"**  
**Code of Ethics for Members of Council & Council Committees**  
**Formal Complaint Form**

I \_\_\_\_\_ of \_\_\_\_\_,  
*(First and Last Name)* *(Full mailing address)*

do solemnly swear, affirm, or declare that the following contents of this statement are true and correct, and hereby request that the appointed Integrity Commissioner for the City of North Battleford investigate this formal complaint and follow-up on whether or not the following member(s) of the City Council has (have) contravened the Code of Ethics:

\_\_\_\_\_  
\_\_\_\_\_

*Member(s) of council name(s)*

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened the Code of Ethics by reason of the following:

1. insert date(s), time and location of conduct;
2. include the sections of this bylaw that have been contravened;
3. provide the particulars and names of all persons involved, and of all witnesses;
4. provide contact information for all people listed;
5. any exhibits can be attached; and
6. if more space is required, please attach additional pages as needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ am a resident \_\_\_\_\_ non-resident \_\_\_\_\_ of North Battleford.

If a resident of North Battleford, when did you move here? \_\_\_\_\_

\_\_\_\_\_

*(Residential Address if different then above)*

\_\_\_\_\_

*(Email Address)*

\_\_\_\_\_

*(Phone Number)*

A Schedule "A" Submission Fee for residents is \$25 and \$100 for non-residents. The Schedule "A" Submission Fee must be received by the City for an investigation to proceed.

All Schedule "A" Complaint forms and Fees must be submitted to the City Clerk for formal submission to the Integrity Commissioner.

I \_\_\_\_\_ understand that should my complaint be substantiated or deemed made in good faith by the Integrity Commissioner that the Schedule "A" Submission Fee will be returned to me following the conclusion of the investigation. I also understand that should the complaint be found by the Integrity Commissioner to be frivolous, vexatious, or not made in good faith that the Schedule "A" Submission Fee shall be retained by the City to help offset the costs associated with the investigation.

\_\_\_\_\_

*(Signature)*

\_\_\_\_\_

*(Signature of Complainant)*

\_\_\_\_\_

*(Date signed)*

**For Office Use Only**

\_\_\_\_\_

*(Date filed)*

\_\_\_\_\_

*(Signature of City Clerk pursuant to Council & Committee Code of Ethics Bylaw)*

For any questions regarding the Council & Committee Code of Ethics Bylaw or how to submit a Schedule "A" Formal Complaint form, please contact the City Clerk at [cityclerk@cityofnb.ca](mailto:cityclerk@cityofnb.ca) or at 306-445-1719.

## BYLAW NO. 2022

A BYLAW OF THE CITY OF NORTH BATTLEFORD TO ESTABLISH A CODE OF ETHICS APPLICABLE TO ALL MEMBERS OF THE COUNCIL

### Short Title

1.0 This Bylaw may be cited as the Code of Ethics Bylaw.

### Legal Requirement

2.0 This Bylaw has been created to comply with section 66.1 of *The Cities Act* and as outlined in section 3.1, Schedule 1, of *The Cities Regulations*.

### Scope

- 3.0 a) The City of North Battleford's Council members shall act in accordance with this Code of Ethics.
- b) The Code of Ethics as described in this Bylaw will be applicable to all members of committees, controlled corporations, and other bodies established by Council who are not members of Council pursuant to clause 66.1 (6)(a) of *The Cities Act*.

## PART I

### CODE OF ETHICS

#### Code of Ethics for Members of Council

### Preamble

Citizens expect the highest standards of Conduct from the members they elect to local government. As Members of Council, we recognize that our actions have an impact on the lives of all residents in the community and that fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards. Therefore, we must avoid situations in which their personal interest conflicts, or appears to conflict, with the interests of the municipality in their dealings with persons doing or seeking to do business with the municipality.

Members must not engage in any Conduct or activity that contravenes our Charter of Values, policies, procedures, bylaws or any law in force in the Province of Saskatchewan which might detrimentally affect the municipality's reputation.



The key statements of principle that underline the Code of Ethics are that Members:

- Shall serve and be seen to serve their constituents in a conscientious and diligent manner;
- Should be committed to performing their functions with integrity;
- Must avoid improper use of influence of their office, and always self-declare conflicts of interest, both perceived and real;
- Are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- Shall seek to serve the public interest by upholding both the letter and the spirit of the laws of the Federal and Provincial Government, as well as the laws and policies adopted by City Council; and
- Cannot inhibit the municipality's ability to efficiently manage and direct its operations.

### **Purpose and Interpretation**

Ethics and integrity are at the core of public confidence in government and in the political process. The purpose of this Code is to provide standards for Members of North Battleford City Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality. Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a Council will find it necessary to adopt additional rules of Conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of Council to uphold the standards and values set out in this code.

### **Standards and Values**



This *Code of Ethics* does not answer every question that is going to come up. Rather, it is designed to promote ethical decision-making and behaviour by asking the right questions like:

*Am I putting my own interests before the City's?*

*Would I make the same decision if the public or the media were watching me?*

*Will I owe someone a favour if I do this?*

*Would I be offered this if I weren't a Member of Council with the City?*

If you have a question or looking for guidance, ask the Director of Human Resources or City Manager.

**Ask until you get an answer.**

***a) Honesty***

Members of Council shall be truthful and open in their roles as Council members and as members of the communities they serve.

***b) Objectivity***

Members of Council shall make decisions carefully, fairly and impartially.

***c) Respect***

Members of Council shall treat every person, including other members of Council, municipal employees and the public, with dignity, understanding and respect.

Members of Council shall not engage in discrimination, bullying or harassment in their roles as members of Council. They shall not use derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

***d) Transparency and Accountability***

Members of Council shall endeavour to Conduct and convey Council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

**e) Confidentiality**

Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of Council of a local authority.

**f) Leadership and the Public Interest**

Members of Council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical Conduct.

**g) Responsibility**

Members of Council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of Council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of Council is individually responsible for preventing potential and actual conflicts of interest.

**Use, Collection and Disclosure of Information**

4.0 Members of Council will only use, collect, and disclose information in accordance with the *Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)* for the purposes of carrying out City duties.

## **Confidentiality**

5.0 In addition to the statutory duties set out in section 65(e) of *The Cities Act*, Members shall:

- refrain from disclosing or releasing by any means to any member of the public or the media, any confidential information acquired by virtue of their office in either oral or written form, except when required by law or authorized by Council to do so;
- not use confidential information (such as knowledge respecting bidding on the sale of City property or assets) for personal or private gain, or for the gain of relatives or any person or corporation; and
- refrain from accessing or attempting to gain access to confidential information in the custody of the City unless it is necessary for the performance of their duties and not prohibited by Council policy.

It is considered a breach of the Code of Ethics to use information obtained as a result of his or her assignment, that is not available to the public, to:

- Further, or seek to further, his or her private interests or those of his or her family; or
- Seek to improperly further another person's private interests

In accordance with the rules under *the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP)*, Members of Council shall not:

- a) Where a matter has been discussed in camera, and remains confidential, disclose the content of the matter or the substance of the deliberations of the in camera meeting; and
- b) Disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so.

If you think you may be in violation of the Code, make full and prompt disclosure to the City Clerk and City Manager.

## **Use of Influence**

6.0 It is considered a breach of the Code of Ethics for a Council Member to use his or her position to seek to influence a decision of another person so as to:

- Further, or seek to further, his or her private interests or those of his or her family, or
- Seek to improperly further another person's private interests.

## **Professional Codes of Conduct**

7.0 Members of Council with professional affiliations, such as accountants, lawyers, engineers, auditors, etc., may be subject to more than one Code of Conduct. If a situation arises that may cause conflict or confusion, consult with the Director of Human Resources and/or City Manager.

## **Conflict of Interest**

8.0 A conflict of interest occurs when, in the course of a Member's duties, he or she is called upon to deal with a matter in which he/she has a direct and indirect personal and/or financial interest.

A direct interest can occur when a Member of Council may derive, or be seen to derive, some financial or personal benefit or avoid financial or personal loss. An indirect interest may arise when the potential benefit or loss would be experienced by another person or corporation having a relationship with the Member. These benefits, interests, losses and relationships are generally financial in nature but are not limited to such. In other words, a conflict arises when a Member participates in activities, which could advance a personal interest at the expense of the City's interests. Any behavior, which is, or could be perceived as, a conflict is prohibited and subject to be dealt in accordance the procedure laid down in this policy.

### **What we do...**

- We make work decisions without consideration of our personal interests or those of our family and friends.
- We ensure that our outside activities do not conflict with our duties.
- We avoid any situation or decision-making in which there is an Actual or Perceived conflict of interest or an apprehension of bias.

### **We do not...**

- Participate in decisions that benefit ourselves or our friends and family.
- Supervise members of our family or make decisions that affect their employment.
- Use our position at the City to pursue or advance our personal interests, the interest of a family member, an associate, or a person to whom we owe an obligation to.

## **Common Situations**

9.0 The most common situations that could give rise to an Actual or Perceived conflict of interest are accepting gifts, favours or financial benefits from suppliers, close or family relationships with suppliers, disclosing confidential information or using confidential information inappropriately. The following are some examples of these types of situations:

- a) Influencing City of North Battleford to lease equipment from a business owned by an Associate, close friend or family member.
- b) Influencing City of North Battleford to make its travel arrangements through a travel agency owned by an associate, close friend, or family member.
- c) Acting as a Service Provider or Contractor.
- d) Situations where you or someone you know would personally benefit from unauthorized disclosure or inappropriate use of information acquired through your employment with the City of North Battleford.
- e) Sever the position of any municipal staff just based on personal liking.

- f) Situations in which you, a family member, close friend, or Associate could personally benefit from your influence in City decisions regarding investments, loans, purchases, sales, contracts, policy, grants and regulatory or discretionary approvals and appointments. This may include:
- (i) Participating or influencing discussions or decisions that directly or indirectly impact a Service Provider, Contractor, or investments; or
  - (ii) Participating or influencing the evaluation, selection or contracting of a Service Provider or Contractor; or
  - (iii) Providing oversight of, influencing negotiations with, assessing risk, or performing audits of a Service Provider or Contractor with which you have an identified personal, financial or business relationship.

### **Outside Employment, Business Interests and Other Activities**

10.0 Member of Council may not hold a significant financial interest, either directly or through a family member or Associate, or hold or accept a position as an officer or director in an organization that has a relationship with the City of North Battleford, unless that interest has been fully disclosed and addressed to the City of North Battleford's satisfaction. A "significant financial interest" in this context is any interest substantial enough to be perceived to influence the decisions of City or be perceived to result in personal gain for you.

### **Board Appointments**

11.0 A Member of Council serving on a board of a 'for-profit' organization or certain societies may be, or perceived to be, in a conflict of interest.

### **Investments**

12.0 As a Member of Council, you may be party to, or have influence over, decisions or you may be aware of information that is not available to the public. You must always ensure that you are not providing, or being perceived to be providing, a unique investment advantage for yourself or anyone you know based on your access to City of North Battleford information or decisions.

If you have any direct or indirect business relations or direct or indirect investments that are, or could be perceived to be, a conflict of interest, you are required to disclose this information.

### **Political and Community Activity**

13.0 Members of Council may engage in political activity in federal, provincial and municipal elections. However, political activity such as canvassing or soliciting funds on behalf of any political party is not permitted at City Hall, City work sites nor City property.

If Member has a family member who holds or is elected to a federal, provincial or municipal position, Member is required to disclose this in the Declaration Form.

Notices, posters or similar material in support of a specific candidate or political party are not to be displayed nor distributed by a Member to City Hall, City work sites, on City property or the workplace.

### **Why is this Important?**

Our workplace is a highly political environment where opinions vary widely and strongly and can be a source of conflict. To respect all beliefs, political activity is not allowed in the workplace.

## **Use of Municipal Property and Resources**

14.0 In order to fulfill their roles as elected representatives, Members of Council have access to municipal resources such as property, equipment, services, staff and supplies. All Members are notified that all computers, iPad, and other electronic devices provided by the City are the property of the City, and shall, at all times, be treated as the City's property. Council members are hereby notified that:

- a) all emails or messages sent or received on City devices are subject to *The Local Authority Freedom of Information and Protection of Privacy Act*;
- b) all files stored on City devices, all use of internal email and all use of the internet through the City's firewall may be inspected, traced or logged by the City;
- c) in the event of a complaint pursuant to this Policy, the officer in charge for the investigation may require that any or all of the electronic devices provided by the City to Council members be confiscated and inspected as part of the investigation including downloading information relevant to the investigation. All email messages or internet connections may be retrieved.

No Member shall obtain financial gain from the use or sale of City-developed intellectual property, computer programs, technological innovations, or other patent, trademark, copyright held by the City.

### **Why is this Important?**

We serve the citizens of North Battleford. To do our jobs properly, we need to have all resources available at all times.

### ***Things we do...***

- Respect City assets and take proper care of them
- Use City assets only for City work
- Reimburse the City promptly for any personal costs (long distance calls)
- Obtain approval for exemptions

**Things we don't do...**

- Take home City assets for personal use without prior approval
- Download or install personal software on City computers without prior approval
- Store large amounts of non-work-related data on City computers
- Access, communicate, distribute or display racial or ethnic slurs, threats, insults, obscenities, abuse, defamation or sexually explicit material on City computers
- E-mail or use of any other electronic communication devices for non-work-related material without permission from your supervisor

**Fair & Equal Treatment**

15.0 Members of Council will treat all persons equal in the performance of his or her official duties and, shall refrain from giving preferential treatment to any person, group or organization in accordance with the City of North Battleford's *Charter of Values*.

**Fraud / Theft**

16.0 Members shall not knowingly be a party to fraudulent activity, including theft and any acts committed with the intent to deceive, involving either misappropriation of assets, property or other resources, or misrepresentation of financial or other information to conceal such misappropriation, by:

- manipulation, falsification or alternation of records or documents;
- suppression of information, transactions or documents;
- recording of transactions without substance; or
- misapplication of accounting principles

**Gifts, Gratuities and Entertainment**

17.0 No Member of Council shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed below. For these purposes, a fee or gift or benefit that is paid to or provided with the member's knowledge to a member's spouse, partner, child or parent that is connected directly or indirectly to the performance of the member's duties is deemed to be a gift to that Member.

The following are recognized as exceptions:

- a) Compensation authorized by law;
- b) Such gifts or benefits that normally accompany the responsibilities of office and are received as part of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.00;
- c) Suitable memento of a function honouring the member;
- d) Food, lodging, transportation, event tickets or entertainment provided by provincial, regional and local governments or political subdivisions of them, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;



- e) Food and beverages consumed at banquets, receptions, business lunches or similar events, if attendance serves a legitimate business purpose, the person extending the invitation or a representative is in attendance, the value is reasonable and the invitations infrequent;
- f) Non-cash gifts from vendors not exceeding \$250.00 such as lunch, dinners, gifts, fruit baskets, flowers or sports tickets.
- g) Members who are asked to speak publicly to an organization or professional association may accept a small honorarium or gift provided it is reasonable. In cases where Members are asked to make presentations to share information with colleagues, it may be permissible to accept the offer of travel and/or accommodations.

### **Why is this Important?**

Although most gifts come with no strings attached, there is always the chance that something is expected or perceived to be expected in return.

### **Things to Do**

- Use the smell test before accepting any gift or gratuity.
- Refuse cash tips or in-kind gifts (goods or services)
- Decline gifts that could be viewed as an exchange for a favour
- Decline gifts from interested parties during, or in anticipation of, an RFP or tendering process
- If you are not sure whether to accept, ask the Director of Human Resources and/or City Manager.

### **Personal gain, benefit or favoritism**

18.0 Members of Council must remove themselves from any decision process that may result in actual or perceived personal gain, favouritism or benefit. Awarding of City tenders, RFPs, employment opportunities, land sales and disposal of surplus assets will be carried out impartially – without any advantage or favouritism to themselves or others.

### **Why is this Important?**

All City business must be conducted fairly and impartially. Members are elected by the residents of North Battleford and compensated with tax dollars. A Member of Council should not benefit from his or her job beyond the compensation paid for the job.

### **Workplace**

19.0 The City of North Battleford is committed to provide a workplace that is free from harassment and operates in accordance with the Harassment Policy, Human Rights Code and similar legislation.

Members of Council will interact with colleagues, the general public, City employees, customers, service providers as well as contractors in a professional, respectful and courteous manner. Behaviour that will strain work relationships will not be tolerated.

### **Inquiries, Comments or Complaints from the Public or Media**

20.0 Members of Council must not respond to a formal inquiry, comments from the media, social media, or complaints from a third party regarding the City of North Battleford unless it is within the scope of their position to do so. Instead refer the individual to the Communication Coordinator and/or City Manager.

### **Conduct at Council/Committee Meetings**

21.0 Members of Council shall Conduct themselves at all City Council and Committee meetings in accordance with the following Council Meeting Decorum Guidelines Procedure:

- a) No use of electronic devices for the purpose of accessing or responding to e-mail or internet, or for texting is permitted unless it is directly related to the subject matter of the meeting.
- b) Only the Director of Protective Services/Fire Chief and/or City Manager shall use their cell phone during a Council Meeting and only in case of an emergency.
- c) The Communications person shall use electronic devices as part of her duties at a Meeting.
- d) Cell phones and iPads must be on vibrate or silent mode.
- e) Persons wishing to speak shall raise their hand and be recognized by the Chair.
- f) In any communications, refer to:
  - (i) Other staff by title (i.e.: City Manager rather than Jim)
  - (ii) the Mayor as "Your Worship"
  - (iii) The Chair as "Mister Chair" or "Madame Chair"
  - (iv) To a Council Member as "Councillor \_\_\_\_\_"
- g) All communication shall be delivered in a respectful, cooperative, and nonthreatening manner, with a display of respect for the opinion of others.
- h) At no time will a staff member cut off the comments of another person who is speaking.
- i) Outbursts of an emotional or frustrated nature or personal attacks are not permitted. Staff will keep their composure regardless of circumstances.
- j) Inappropriate facial gestures or exaggerated gesticulating is not permitted.
- k) No sidebar conversations shall occur unless relevant to the topic at discussion at
- l) the Council meeting or for seeking clarification on an issue.
- m) Any permitted sidebar discussions will be kept quiet with little or no public display.

### **In addition, no Member of Council shall:**

- a) Speak disrespectfully to a Member of Parliament, member of the public, fellow member of Council, Administration staff or City employees;
- b) Use offensive words or un-parliamentary language;

- c) Speak on any subject other than the subject in debate;
- d) Where a matter has been discussed in camera, and remains confidential, disclose the content of the matter or the substance of the deliberations of the in camera meeting;
- e) Disobey the Rules of Procedure, or a decision of the Mayor or of the Council on questions of order or practice or upon the interpretation of the Rules of Procedure.

We will not appear before City Council, or its Committees and Boards, on matters affecting an external organization, where we have any involvement that could be considered a conflict of interest. Further, we will self-declare our involvement to the City Clerk as well as the City Manager.

### **Why is this important?**

If you are in a position to advise City Council, its Committees or Boards, your interest in a particular issue could be seen as favouritism or a conflict of interest. It must be clear to everyone involved that your outside interests, volunteer work or other personal activities are not related to your position as a City representative.

### **Things to do**

- Let people in your community know about the City's Code of Ethics to ensure you avoid any possible conflict of interest with your duties as a Member
- Advise the City Clerk as well as City Manager of any appearance that may cause conflict between your job duties and outside activities

### **Actions During Civic Election Periods**

22.0 No Member of Council shall use the facilities, equipment, supplies, services or other resources of the City (including Councillor newsletters, the City's website and websites linked through the City's website) for any election campaign or campaign-related activities. Any campaign-related activities that occur in City Hall or any civic facility must take place in a location that is normally available for rent to the public and arranged through the normal rental process. No member shall use the services of civic staff for election-related purposes during hours in which those civic staff members receive any compensation from the City.

To ensure that Members of Council do not receive any undue benefit by virtue of being an incumbent, during the period between Nomination Day and the date of the election, per *The Local Government Election Act, 2015*, Council members will:

- refrain from using any City-owned resources, including but not limited to cell phones, blackberries, business cards, laptop computers, civic phone number, email address, official photograph, and City crest, for election-related purposes;
- refrain from using City postage or other resources for mass mailings of any kind, regardless of whether or not they are specifically related to the election campaign;

- refrain from wearing the Mayor's Chain of Office at any event, regardless of whether or not it is related to the election campaign;
- refrain from putting their City-issued phone number and e-mail address as their contact information on their campaign material;
- refrain from placing ward information updates in community newsletters;
- refrain from referring to themselves in campaign advertisements as "Councillor X" or "Mayor Y";
- refrain from organizing activities such as formal openings of facilities or public spaces or similar events; and
- strictly adhere to all of the rules that govern candidates in local elections.

### **Leaves of Absence**

23.0 Occasionally a member of Council will take a leave of absence in order to run for elected office of another level of government. During the period of the leave the Council member:

- will not receive any confidential agendas, communications or documents from the City;
- will receive copies of all public information;
- will not be required to return their City-issued material during the period of the unpaid leave, but will not use it for any non-civic purpose; and
- will not be reimbursed for any mileage or telephone or similar expenses.

### **General Guidelines**

24.0 Guidelines and rules to avoid conflicts of interest are designed to protect the interests and reputation of the City of North Battleford and each Member of Council. Please apply the following guidelines when considering if there is an Actual or Perceived conflict of interest to disclose:

- a) An Actual conflict of interest denotes a situation in which you have knowledge of a private economic interest that is sufficient to influence the exercise of your duties and responsibilities as a Member of Council.
- b) A Perceived conflict of interest exists when there is a reasonable apprehension, which reasonable well-informed persons could properly have, that a conflict of interest exists.
- c) As a Member of Council you cannot be perceived by the public as being impartial and acting with integrity if you could derive a personal benefit from a decision.

### **Public Disclosure**

25.0 Whether or not a conflict of interest exists, Members must complete a Public Disclosure Statement within 30 days of being elected and must be updated:

- (a) If the member declares a conflict of interest;
- (b) Within 30 days of a material change; and

- (c) To correct any errors or omissions.

An Annual Declaration must also be completed and filed with the City Clerk prior to November 30 each year, regardless of whether or not there have been material changes.

## **Retaliation**

26.0 The City of North Battleford has “Zero” tolerance on “Retaliation” and does not permit any form of retaliation against complainant who, in good faith, bring forward allegations of a breach. Any form of “Retaliation” under this Bylaw shall be treated as violation of this Bylaw. If any Member feels that he / she has been retaliated under this Bylaw, the Member needs to file a complaint under this Bylaw.

## **PART II**

### **CONTRAVENTION OF THE CODE OF ETHICS**

#### **Complaint Procedure**

27.0 As required by clause 66.1(5)(c) of *The Cities Act*, the following section details the procedure for handling contraventions of the Code of Ethics

- a) To report an alleged contravention of the code of ethics, an individual/ organization/member of Council may submit the form in Schedule A that forms part of this Bylaw, in respect to actual or perceived conflict of interest, by sending directly to the City Manager or City Clerk, by mail, e-mail, fax or courier.
- b) The City Clerk shall forward all complaints, including the name of the complainant, to the Council (in camera), and to the member about whom the complaint is made.
- c) Upon receipt of a complaint, the Council shall appoint an independent investigator within 30 days. The investigator should be agreed between the complainant(s) and respondent(s), having necessary skills, knowledge and experience to investigate the complaint:
- d) The investigator shall Conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed; If the Investigator determines to continue the complaint, the Investigator shall:
  - (i) Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
  - (ii) Provide an investigation update within sixty (60) days of his or her appointment to the Council, and to the complainant and the respondent;
  - (iii) Provide a written confidential report of the findings of the investigation, including findings as to whether there has been a breach of this Code of

Ethics within ninety (90) days, to the Council, and to the Complainant and the Respondent.

- e) All discussions surrounding alleged and substantiated contraventions of this policy shall be Conducted in an in camera session at a meeting of Council.
- f) If after investigation, the claim is found to be substantiated, Council may, by resolution, impose an appropriate penalty based on the severity of the contravention of the code of ethics.
  - (i) Any action taken by Council should include a time frame to complete the expected remedial action.
- g) City Clerk shall inform the claimant, member of Council, and any other relevant party of Council's decision, which includes:
  - (i) Informing the claimant and member of Council that the complaint is dismissed, or
  - (ii) Informing the complainant and member of Council of the corrective action and/or the measures taken to ensure the behavior or activity does not continue.

### **Contravention during a Council Meeting**

28.0 If the Council is of the opinion that a member has violated the Code of Ethics during a Council meeting, Council may require the member to remove themselves for the remainder of the Council meeting. Council may apply additional penalties based on the severity of the contravention.

### **Remedial Action if Contravention Occurs**

29.0 Should a Member of a Council breach any of the principles outlined in this code, the possible courses of action that are available to Council include but are not limited to:

- a) An apology, either written and/or verbal, by the Member of Council to the impacted individual(s), Council, and/or the general public.
- b) Educational training on ethical and respectful Conduct.
- c) Repayment of moneys/gifts received.
- d) Removal of the Member from Council Committees and/or bodies.
- e) Dismissal of the Member from a position of Chairperson of a Committee.
- f) Reprimand.
- g) Any other as deemed fit by the Council

### **Compliance with the Code of Ethical Conduct**

30.0 All Members of Council shall cooperate in any investigation made pursuant to this Section.

### **Statutory Offences with Penalties**

31.0 A complaint under this Section of the Code must be in writing and must be made either:

- a) by a Member of Council; or
- b) by the City Clerk except where the matter relates to section 117 (i.e., failure to declare a pecuniary interest).

**Breach of Confidentiality regarding Subsection 65(e) of *The Cities Act* and/or the Confidential Information Section of this Policy**

32.0 Where a member of Council or a member of the City's Senior Administration has reason to believe that a breach of confidentiality has occurred, the facts, as they are known, shall be reported in writing to the Council (in camera). If the facts, as reported, include the names of a member or members of Council who are alleged to be responsible for the breach, the member or members of Council concerned shall receive a copy of the report to Council.

**All Other Breaches of this Bylaw**

33.0 A complaint under this Section must be in writing and must be made either:

- (a) by a member of Council; or
- (b) by the city administrator.

The City Clerk shall forward all complaints to the Council (in camera) and to the member about whom the complaint is made.

**Sanctions**

34.0 *The Cities Act* does not provide specific sanctions for Council members who breach their statutory duties pursuant to sections 65 and 66 of *The Cities Act* or the rules of Conduct established by this Policy pursuant to subsection 55(b)(ii) of *The Cities Act*.

City Council does have the right to sanction Council members provided that Council members continue to have sufficient access to information and services so as to be able to carry out their duties as Council members. Sanctions may include, but are not limited to:

- (a) removal of the Council member from any national or provincial organization, civic board, commission, authority or committee except for Executive Committee, Planning and Operations, Administration and Finance and Budget Committee;
- (b) restriction of access to civic services or City Hall;
- (c) restrictions on how documents are provided (e.g. no electronic copies, but only watermarked paper copies);
- (d) reduction in salary and/or benefits and/or expenses.
- (e) any other sanction as deemed suitable by the Council.

**PART III**

**COMING INTO FORCE**

35.0 This Bylaw shall come into force and take effect on the date of the final passing thereof.

INTRODUCED AND READ A FIRST TIME THIS 28th DAY OF NOVEMBER, A.D. 2016.

READ A SECOND TIME THIS 12th DAY OF DECEMBER, A.D. 2016.

READ A THIRD TIME AND PASSED THIS 12th DAY OF DECEMBER, A.D. 2016.

Ryan Bater  
MAYOR

"Debbie Wohlberg"  
CITY CLERK



