

Report to Council



Date: February 26, 2024
To: Council
From: City Manager
Subject: Code of Conduct Implementation Overview
Department: Office of the City Clerk

Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk, dated February 26, 2024, with respect to an overview of implementing the Code of Conduct.

Purpose:

To receive an update on Code of Conduct procedures and implementation.

Background:

[Council Policy No. 388 – Code of Conduct](#) was endorsed on September 11, 2023. Since then, staff have responded to several questions about the Code, its application, and potential breaches.

Staff will provide an annual summary of complaints and how they were addressed. In 2023, one complaint was received. Following the preliminary assessment outlined in section 29 of the Code, the complaint was closed without proceeding to investigation and the complainant and respondent Council member were informed.

Through the enquiries and process of assessing a complaint, staff have had the opportunity to clarify certain procedures associated with the Code of Conduct. These include considering the content and characteristics of a complaint, determining whether a complaint should be closed or proceed to investigation, and providing notice to affected parties. The accompanying PowerPoint presentation provides an overview of these procedures and a refresher on key components of the Code.

Considerations applicable to this report:

Existing Policy: [Council Policy No. 388 – Code of Conduct](#)

Considerations not applicable to this report:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

***Consultation and Engagement:
Communications Comments:***

Submitted by:

L. Bentley, Deputy City Clerk

Approved for inclusion: S. Fleming, City Clerk