

Report to Council



Date: April 7, 2025
To: Council
From: City Manager
Subject: Amendments to Council Policy No. 388 – Code of Conduct and Council Remuneration and Expense Bylaw No. 7547
Department: Office of the City Clerk

Recommendation:

THAT Council receive, for information, the report from the Office of the City Clerk dated April 7, 2025, regarding amendments to Council Policy No. 388 – Code of Conduct;

AND THAT Council adopt amendments to Council Policy No. 388 – Code of Conduct as set out in the report from the Office of the City Clerk dated April 7, 2025;

AND FURTHER THAT Bylaw No. 12777 being Amendment No. 13 to Council Remuneration and Expense Bylaw No. 7547 be advanced for reading consideration.

Purpose:

To adopt amendments to Council Policy No. 388 – Code of Conduct and to advance for reading consideration amendments to Council Remuneration and Expense Bylaw No. 7547.

Background:

On November 17, 2024, staff delivered a report to Council concerning a review of Council Policy No. 388 – Code of Conduct. The report summarized key observations arising from the experience of interpreting and applying the policy in its first year. The report also identified a series of recommended amendments to strengthen and clarify various areas of the Code of Conduct, several of which entail corresponding amendments to Council Remuneration and Expense Bylaw No. 7547. Council adopted a resolution directing staff to bring forward an amended draft policy and bylaw for further consideration.

Previous Council Resolution

Resolution	Date
<i>THAT Council receive, for information, the report from the Office of the City Clerk dated November 18, 2024, regarding a review of Council Policy No. 388 – Code of Conduct;</i>	November 18, 2024

<p><i>AND THAT Council direct staff to bring forward for Council consideration revisions to Council Policy No. 388 — Code of Conduct and Council Remuneration and Expense Bylaw No. 7547 as outlined in the report from the Office of the City Clerk dated November 18, 2024, with the exception of the proposed amendment to section 12 of Policy No. 388.</i></p>	
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Discussion:

Following Council’s direction, staff have prepared an amended Code of Conduct which implements the recommended changes as summarized below:

Code of Conduct Policy No. 388

- **Section 3** prohibits Council members from misuse of office to gain personal benefits for themselves, family members or friends. This section has been expanded to include illustrative examples of behavior that may breach this section, to provide greater clarity to both Council members and others as to what type of conduct this section restricts.
- **Section 4** has been revised to provide clearer guidance to Council on communicating with City staff and directing inquiries and other items appropriately. The revised section states that, in general, Council members will engage directly with the City Manager, and that requests for clarity on administrative matters will be directed to the appropriate member of senior staff.
- **Section 10** has been revised to provide greater clarity with respect to requirements for Council members who use social media accounts to state their personal views on issues that could come within the scope of City business. The revised section continues the requirement that Council members make a clear statement that their personal views do not represent Council or the City, however the revision makes it clear that this requirement may be met by posting a single general statement on the page or account. It clarifies that a Council member is not expected to include a statement associated with each and every social media post.
- **Section 16** has been revised to clarify that a Council member may not engage in campaign activities at City Hall or other City facilities that function primarily as staff workplaces. Campaign activities at other City facilities must follow the same policies and procedures as any other individual.
- **Section 27** has been revised to allow for the deadline to submit a formal complaint to be further extended when the potential complainant is a Council member and is working in good faith to address the basis of the potential complaint via informal resolution efforts.
- **Sections 28, 29 and 31** have been revised for minor textual improvements.

Staff have also prepared amendments to Council Remuneration and Expense Bylaw No. 7547 to implement the remaining elements of Council’s direction:

Council Remuneration and Expense Bylaw No. 7547

- **Sections 2, 3 and 4** of the Bylaw have been modernized by replacing the obsolete term “indemnity” with the word “remuneration” throughout.
- **Section 7** has been added to implement Section 46(i) of the Code of Conduct, which provides for a temporary reduction in remuneration as a remedy that Council may impose in respect of a violation of the Code of Conduct.

Conclusion:

The proposed amendments implement Council's direction by strengthening the Code of Conduct and providing greater clarity to Council, staff and the public as to the standards of conduct expected of Council members. Amendments to Council Remuneration and Expense Bylaw No. 7547 align with the remedy for a temporary reduction in remuneration that already exists in the Policy.

Considerations applicable to this report:

Legal/Statutory Authority: [Community Charter s 113.1](#)

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

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Financial/Budgetary Considerations:

Consultation and Engagement:

Communications Comments:

Submitted by:

M. Jud, Deputy City Clerk

Approved for inclusion: L. Bentley, City Clerk

Attachments:

Attachment A: Draft Amended Policy No. 388 – Code of Conduct