

## **BYLAW NO. 2025-8**

### **The Code of Ethical Conduct for Members of the Village of Richmond Council Bylaw, 2025**

Whereas section 66.1 of *The Cities Act*, SS 2002, c C-11.1, requires Council to:

- adopt a code of ethics that applies to all members of the Council;
- define in this code of ethics the standards and values that the Council expects members of Council to comply with in their dealings with each other, employees of the Village, and the public; and
- include in this code of ethics the model code of ethics set out in *The Cities Regulations*, c C-11.1 Reg 1, and a process for dealing with contraventions of the code;

Whereas section 66.1 of *The Cities Act* permits Council to include:

- rules regarding the censure or suspension of a member of Council who has contravened the code of ethics;
- policies, rules and guidelines regarding a member of Council accepting gifts or other benefits in connection with that member's holding of office; and
- any other statements of ethics and standards determined to be appropriate by the Council;

Whereas the members of Council of the Village of Richmond recognize that their actions affect the lives of all residents and property owners in the Village and that fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards;

Whereas the members of Council recognize that the quality of the public administration and governance of the Village, as well as its reputation and integrity, depend on their conduct as elected officials;

Whereas the establishment of a code of ethical conduct for members of Council reflects the Village's corporate values of courage, integrity, respect, safety and trust and the principles of accountability and transparency;

Whereas the 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 ethics and integrity are at the core of public confidence in government and in the political 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;

Whereas a code of ethical conduct 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 Municipalities Act*, *The Local Government Election Act, 2015*, *The Local Authority Freedom of Information and Protection of Privacy Act*, and the *Criminal Code*;

Whereas Council wishes to improve upon and replace the *Code of Ethics* that it passed in May of 2022;

Now therefore, the Council of the Village of Richmond enacts:

## **PART I General**

### **Short Title**

1. This Bylaw may be cited as *The Code of Ethical Conduct, 2025*.

### **Purpose**

2. The purpose of this Bylaw is to outline the basic ethical standards and values for members of Council. It is to be used to guide members respecting what their obligations are when fulfilling their duties and responsibilities as elected officials. It also describes a procedure for the investigation and enforcement of these standards and values.

### **Definitions**

3. (1) In this Bylaw,
  - (a) “**Village**” means the Village of Richmond;

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- (b) **“Village Clerk”** means the person appointed as Village Clerk pursuant to section 85 of *The Cities Act*;
- (c) **“Village Manager”** means the person appointed as the administrative head of the Village of Richmond pursuant to section 84 of *The Cities Act*;
- (d) **“Village Solicitor”** means the person appointed as the full-time city solicitor for the Village of Richmond;
- (e) **“Council”** means the council of the Village of Richmond;
- (f) **“day”** means a calendar day;
- (g) **“family”** means the member’s spouse, partner, child or parent;
- (h) **“in camera”** means in the absence of the public;
- (i) **“Integrity Commissioner/Administrator ”** means the person or persons appointed by the Village to fulfill the duties and responsibilities assigned to that office pursuant to this Bylaw;
- (j) **“member”** means a member of Council, and includes the mayor and each councillor;
- (k) **“staff”** means all staff of the Village, whether full-time, part-time, contract, seasonal or volunteers.

(2) Words and terms not defined in this Bylaw shall have the meanings they are given in *The Cities Act*.

## Application

- 4. (1) This Bylaw applies to all members.
- (2) In the event of a conflict between this Bylaw and another Village bylaw or policy governing member conduct, this Bylaw governs.
- (3) This Bylaw applies to violations of sections 114-119 of *The Cities Act*.
- (4) This Bylaw does not apply to any acts, behaviour or alleged violations of this Bylaw that occurred prior to the date this Bylaw comes into force.

## Interpretation

5. (1) This Bylaw is to be interpreted in accordance with the applicable legislation, the common law, and the policies and bylaws of the Village.
- (2) 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 adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.
- (3) Information Notes in this Bylaw are inserted only as a reader's aid, do not in themselves form part of the Bylaw or the text to be interpreted, and have no legal effect.
- (4) Members must consider the Information Notes and any decisions, opinions or interpretive guidelines issued by the Integrity Commissioner/Administrator in approaching their obligations under this Bylaw in good faith.

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### INFORMATION NOTE

- [1] As noted in section 5, this Bylaw is not intended to be exhaustive. The spirit and intent of this Bylaw including the "whereas clauses" should be considered by the Integrity Commissioner/Administrator in interpreting this Bylaw.
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## Periodic Review

6. This Bylaw shall be reviewed in accordance with subsection 93.1 *The Saskatchewan Municipalities Act* and subsection 66.1 of *The Cities Act of Saskatchewan*.

## PART II Standards and Values

7. Members must uphold the following standards and values set out in this Bylaw:
- (a) honesty;

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- (b) objectivity;
- (c) respect;
- (d) transparency and accountability;
- (e) confidentiality;
- (f) leadership and the public interest; and
- (g) responsibility.

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### **INFORMATION NOTE**

[1] Generally speaking, a member's personal life and choices are not governed by this Bylaw. However, the nature of the work that members do is such that the line between the personal and the professional can be difficult to see. A member may be held accountable for conduct that, while possibly described as personal, would nonetheless undermine a reasonable person's confidence in Village governance.

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### **Honesty**

8. Members shall be truthful and open in their roles as Council members and as members of the Village of Richmond, the community they serve.

### **Objectivity**

9. Members shall make decisions carefully, fairly, and impartially.

### **Respect**

10. (1) Members shall treat every person, including other members of Council, Village staff, and the public, with dignity, understanding, and respect.

(2) Members shall not engage in discrimination, bullying, harassment, nor use derogatory language towards others, in their roles as members of Council.

- (3) 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**

- 11. (1) Members 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 a closed 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.

### **Confidentiality**

- 12. (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**

- 13. (1) Members shall serve their constituents in a conscientious and diligent manner and act in the best interests of the Village.

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- (2) Members shall strive to build and inspire the public's trust and confidence in local government by focussing on issues important to the community and demonstrating leadership.
- (3) 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**

- 14. (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 Village, 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.

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### **INFORMATION NOTE**

- [1] Sections 114-119 of *The Cities Act* describe when a member has a conflict of interest and how that conflict of interest must be disclosed and managed. Section 116 of the *Act* requires a public disclosure statement by a member within 30 days of being elected and annually thereafter. Under section 120 of the *Act*, a member is disqualified if they contravene section 116 or 117 of the *Act*.
  - [2] Under the common law, a decision by a municipality may be voided if a fully informed member of the public could have a "reasonable apprehension" that a Council member is biased. Generally speaking, courts are very reluctant to say that it is reasonable to apprehend that a member is biased. A member may have a clear position on a matter before Council, so long as the member is amenable to persuasion, and the clear position does not arise from corruption (*Save Richmond Farmland Society v. Richmond (Township)* [1990] 3 S.C.R. 1213). At the same time, a member has an obligation under subsection 72(2) of *The Cities Act* to vote on matters put to a vote at the meeting unless they have grounds for abstention.
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PART III  
**Ethical Conduct**

DIVISION I  
**Good Governance, Roles and Duties**

**Transparent, Accountable and Good Governance**

15. A member must in the discharge of their office:
- (a) act in the best interests of the Village taking into account the interests of the Village 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 Village;
  - (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.
16. (1) A member must attend all training to be provided to members as directed by Council.
- (2) Within 60 days following the general election, a member must attend the following training as directed by the Village Clerk:
- (a) conflict of interest training;
  - (b) code of ethical conduct training;
  - (c) respectful workplace and anti-harassment training.

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**INFORMATION NOTE**

- [1] Subsection 72(2) of *The Cities Act* requires that a member vote at any meeting attended by that member unless the member is required to abstain from voting. Clause 117(1)(c) of the *Act* requires a member to abstain from voting on a matter if they have a conflict of interest in that matter.

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- [2] Section 63 of *The Council Procedure Bylaw 4-2025* describes whether and how a member may vote.
  - [3] Clause 120(1)(c) of *The Cities Act* disqualifies a member from sitting on Council if the member misses all regular council meetings for three months in a row, unless the absence is authorized by a resolution of Council.
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### **Statutory Obligations**

17. A member must respect and comply with all obligations imposed on the member by statute or other legal enactment, and by the Village's bylaws and policies, including, but not limited to:

- (a) *The Cities Act*;
- (b) *The Local Government Election Act, 2015*;
- (c) *The Local Authority Freedom of Information and Protection of Privacy Act*;
- (d) *Criminal Code*;
- (e) *The Municipalities Act*;
- (f) *The Saskatchewan Human Rights Code*;
- (g) *Municipal Email Policy*

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### **INFORMATION NOTE**

- [1] Numerous Village bylaws and policies, and provincial enactments impose specific duties and obligations on members. A member has a legal obligation to fulfill those duties, and an ethical obligation to do so diligently and in good faith.
- [2] The list of bylaws and policies in section 17 is not intended to be exhaustive. A member should comply with all policies and bylaws of the Village regardless of whether they are listed in section 17. The Integrity Commissioner/Administrator may refer to or consider other policies and bylaws of the Village other than just those listed in section 17 when investigating complaints.

- [3] Section 65 of *The Cities Act* imposes general duties on members:

Councillors have the following duties:

- (a) to represent the public and to consider the well-being and interests of the Village;
- (b) to participate in developing and evaluating the policies, services and programs of the Village;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- (e) subject to the bylaws made pursuant to section 55.1, to keep in confidence matters discussed in private or to be discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to maintain the financial integrity of the city;
- (g) to perform any other duty or function imposed on councillors by this or any other Act or by the council.

Section 66 of *The Cities Act* imposes additional general duties on the mayor:

66(1) In addition to performing the duties of a councillor, a mayor has the following duties:

- (a) to preside when in attendance at a council meeting, unless this Act or another Act or a bylaw of council provides that another councillor is to preside;
  - (b) to perform any other duty imposed on a mayor by this or any other Act or by bylaw or resolution.
- (2) The mayor is a member of all council committees and all bodies established by council pursuant to this Act, unless the council provides otherwise.

- [4] Clause 120(1)(d) of *The Cities Act* disqualifies a member from sitting on Council if the member is convicted of certain offences under the *Criminal Code*.

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## DIVISION II

### Privacy

#### Confidential Information

18. (1) In this section, “**confidential information**” means information that may be considered in camera by Council or Council Committees pursuant to *The Cities*

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*Act and falls within the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act.*

- (2) A member must protect confidential information. This includes the following duties:
  - (a) a member must not disclose confidential information, including to Village staff, or to persons outside the Village, except as authorized by Council;
  - (b) a member must not use confidential information with the intention to cause harm or detriment to Council, the Village or any other person or body;
  - (c) a member must protect confidential information from inadvertent disclosure, including by compliance with the *Privacy and Confidentiality* and *Computer Acceptable Use* policies;
  - (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.
- 19. (1) A member who is appointed to the board of another organization, including a controlled corporation and a business improvement district, in their role as a member may report all information from that board to the members of Council during council meetings.
  - (2) If the information mentioned in subsection (1) is reasonably considered confidential by the board, the information shall be reported in camera to the Council during council meetings.
- 20. A member must access and use information at the Village only in the normal course of their duties.
- 21. 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*.

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## INFORMATION NOTE

- [1] Section 65(e) of *The Cities Act* requires members "to keep in confidence matters discussed in private or to be discussed in private at a council or council committee meeting until discussed at a meeting in public," subject to *The Council Procedure Bylaw 4-2025*.
  - [2] The Village's *Privacy and Confidentiality Policy* and related procedures apply to all personal, third party and other confidential information in the custody or under the control of the City. As set out in section 17, a member's failure to comply with that policy also constitutes a breach of this Bylaw.
  - [3] Confidential information includes, but is not limited to:
    - (a) solicitor/client privilege;
    - (b) information that, if released, could harm the economic, financial, or other interests of the Village;
    - (c) labour/personnel matters;
    - (d) negotiations;
    - (e) information from other governments;
    - (f) personal information;
    - (g) third party information;
    - (h) proposed policies or draft bylaws or resolutions and matters that have not been discussed or released publicly; and
    - (i) investigative or law enforcement matters.
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## Personal Information

- 22. (1) In this section, "**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*.
- (2) When dealing with personal information, a member must comply with *The Local Authority Freedom of Information and Protection of Privacy Act* and the *Privacy and Confidentiality* policy. All reasonable and necessary measures must be taken to ensure that the personal or private information of individuals is protected.

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## INFORMATION NOTE

[1] Subject to exceptions, “**personal information**” is defined in section 23 of *The Local Authority Freedom of Information and Protection of Privacy Act* to mean “personal information about an identifiable individual that is recorded in any form, and includes:

- (a) information that relates to the race, creed, religion, colour, sex, sexual orientation, family status or marital status, disability, age, nationality, ancestry or place of origin of the individual;
- (b) information that relates to the education or the criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
- (c) information that relates to health care that has been received by the individual or to the health history of the individual;
- (d) any identifying number, symbol or other particular assigned to the individual;
- (e) the home or business address, home or business telephone number, fingerprints or blood type of the individual;
- (f) the personal opinions or views of the individual except where they are about another individual;
- (g) correspondence sent to a local authority by the individual that is implicitly or explicitly of a private or confidential nature, and replies to the correspondence that would reveal the content of the original correspondence, except where the correspondence contains the views or opinions of the individual with respect to another individual;
- (h) the views or opinions of another individual with respect to the individual; (i) information that was obtained on a tax return or gathered for the purpose of collecting a tax;
- (j) information that describes an individual’s finances, assets, liabilities, net worth, bank balance, financial history or activities or credit worthiness; or
- (k) the name of the individual where:
  - (i) it appears with other personal information that relates to the individual; or
  - (ii) the disclosure of the name itself would reveal personal information about the individual.”

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## DIVISION III Respectful Conduct

## **Respectful Conduct of Members and Harassment**

23. A member must:

- (a) treat the public, other members and Village staff appropriately and without abuse, bullying or intimidation;
- (b) participate in maintaining a work environment free from discrimination and harassment;
- (c) practice good conflict resolution methods in dealings with employees, other members and the public; and
- (d) be vigilant in working to prevent disrespectful behaviour and harassment before it starts by being polite, courteous and respectful.

## **Obligation to Report Harassment**

23.1 A member who believes that a member is harassing another member, Village staff or the public has a responsibility to report their concerns to the Integrity Commissioner/Administrator .

## **Conduct for Council and Committee Meetings**

- 24. 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.
- 25. 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 Village staff providing information at a Council or Council Committee meeting. 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.
- 26. Members will make all reasonable efforts to attend all Council and Council Committee meetings, as well as meetings of any other body the member is appointed to on behalf of Council. If a member cannot attend a Council or Council Committee meeting, the member will make all reasonable efforts to notify the chair of the meeting of the reason for their absence and may authorize the chair to announce the reasons for the member's absence at the meeting.

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27. 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.

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### INFORMATION NOTE

- [1] Clause 65(c) of *The Cities Act* requires members “to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council”.
- [2] Clause 120(1)(c) of *The Cities Act* disqualifies a member from sitting on Council if the member misses all regular council meetings for three months in a row, unless the absence is authorized by a resolution of Council.
- [3] *The Council Procedure Bylaw 4-2025* governs procedure in Council and Council Committee meetings. The conduct of members in Council meetings is described in section 36, and the conduct of members in Council Committee is described in section 107.
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### Council-Staff Protocol

28. A member must obtain all necessary information about the operations and administration of the Village from the Village Manager using processes established by the Village Manager.
29. A member will respect the role of Village staff to provide neutral and objective information without undue influence and interference.
30. A member must not request Village staff to undertake personal or private work on behalf of the member, or accept such work from Village staff.
31. A member must not demand Village staff to engage in partisan or political activities at any level of government, or subject any Village staff to reprisal for a refusal to engage in such activities. A member must not subject any Village staff to reprisal for any engagement in partisan or political activities, at any level of government, which is done in their personal capacity.
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## INFORMATION NOTE

- [1] The rule against asking Village staff to undertake personal or private work on behalf of a member does not prohibit a member from asking their staff to perform personal tasks that are connected to the member's discharge of their office. This would include, for example, asking staff to make appointments and to manage the member's calendar.
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## Communications with Public & Media Relations

32. Without limiting the ability of a member to hold a position on an issue and respectfully express their opinions, members will:
- (a) ensure their communications accurately reflect the facts of Council's decisions;
  - (b) ensure that all communications are accurate and not issue any communication that the member knows, or ought to have known, to be false;
  - (c) ensure that all communications issued by, or on behalf of the member, including social media, are respectful and do not discriminate, harass, defame, or demonstrate disrespect toward any person; and
  - (d) not issue any communications that mislead Council or the public about any matter.
33. No member may engage in negotiations or make representations or commitments on behalf of the Village unless authorized to do so by Council, but may advocate for the Village's interests to any level of government or non-governmental body as opportunities arise.
34. If a member becomes aware of or receives an inquiry that is a ward-specific constituency issue relating to another member's ward, the member will refer the matter to the other member or request that the person contact the other member or the Mayor.
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## INFORMATION NOTE

- [1] Members should not use social media as a platform to treat members of the public, one another, or Village staff disrespectfully. Members should not engage in or encourage abusive, bullying or intimidating speech. These types of interactions on social media misplace the focus of the interaction on attacking individuals rather than engaging in constructive discussion or debate.
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## DIVISION IV Property

### Gifts and Benefits

35. In this Division, “**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. Gift or personal benefit does not include:
- (a) food or beverages consumed at receptions, meetings, sporting events, or other similar activities;
  - (a.1) supplies and resources such as transit and parking passes and office equipment, including computers, mobile phones, printers, routers, internet and similar services and equipment required by a member to perform their duties; and
36. A gift or personal benefit provided to a member’s family or the member’s staff that, to the member’s knowledge, is connected directly or indirectly to the performance of the member’s duties is deemed to be a gift or personal benefit to that member.
37. A member must not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless permitted by the exceptions listed in section 38.
38. A member may receive a gift or personal benefit if it is:
- (a) compensation authorized by law, including compensation for serving on external bodies as a Council-approved Village 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;
- (d) a person's volunteer time or activities provided to further the interests of the Village or the member's ward;
- (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 foreign government within a foreign country;
- (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) admission or tickets to meals, banquets, receptions, community events, business events, sporting events, charitable or fundraising events, professional theatre events, concerts or other similar events or activities if:
  - (i) attendance serves a legitimate purpose associated with a 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.

39. 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.

40. (1) In the case of exceptions listed in subsections 38(b), (c), (e), (f), (g), and (h), if the value of the gift or personal benefit exceeds \$100 or if the total value of gifts or personal benefits received from one source during the calendar year exceeds \$100, the member shall include the information required by subsection (2) on the disclosure statement.

(2) For each gift or personal benefit that must be disclosed pursuant to subsection (1), either individually or as part of a cumulative total, the disclosure statement shall indicate:

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- (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.
41. A member must file an annual disclosure statement with the Village Clerk outlining the information described in section 40 or stating that there is nothing to disclose.
42. Disclosure statements pursuant to section 41 will be a matter of public record in the prescribed format determined by the Village Clerk.

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#### INFORMATION NOTE

- [1] Under this Bylaw, a member may not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties unless it falls within one of the exceptions listed in section 38. If a gift or personal benefit is permitted as an exception, the member must consider whether it must be disclosed pursuant to section 40.
- [2] This Bylaw requires members to determine when a gift or personal benefit is for personal use, such that it falls within this Bylaw. Members must also determine when a gift or personal benefit is connected with the performance of their duties as a member, such that it may not be solicited or accepted unless an exception applies under section 38. In answering these questions members should start with the assumption that any item included in the definition of gift or personal benefit (e.g., a ticket to an event) is for personal use and is connected with the performance of their duties as a member. An item should be viewed as for personal use if it provides a benefit to the member beyond the performance of the member's duties. An item should be viewed as connected to the member's performance of their duties unless it is provided by someone like a family member, an old friend (i.e., someone unconnected to the member's role), or a date. When in doubt, the member should seek advice from the Integrity Commissioner/Administrator .
- [3] What are acceptable gifts and benefits under Section 38?

- [a] Section 38(b) - received as a normal or necessary incident to fulfilling the member's duties;
  - A modest or nominal gift of thanks or acknowledgement from a constituent would be included under this exception.
  - A modest or nominal gift of thanks at Christmas as a result of being a member of Council would be included under this exception.
- [b] Section 38(c) – received as an incident of protocol or social obligation;
  - A gift provided to thank the member for speaking at an event or conference would be included under this exception.
  - A gift provided as part of an inter-governmental or cultural meeting to acknowledge or encourage the relationship would be included under this exception.
- [c] Section 38(h) – admission or tickets to meals, banquets, receptions, community events, business events, sporting events, charitable or fundraising events, professional theatre events, concerts or other similar events or activities;
  - A member must be performing some function at the event in order for tickets to the event to be considered an exception such as:
    - Providing greetings on behalf of the Village: ○ Performing ceremonial hosting duties on behalf of the Village at events attended by other dignitaries. ○ Performing a ribbon-cutting, coin toss, puck drop, or similar activities.
- [4] The purpose of disclosing gifts and personal benefits is to promote transparency. It is not to create an undue burden on a member. For that reason, a member ought to disclose the value of a gift or personal benefit if it is known or readily ascertainable, but does not need to ask Village staff to search to discover the value. A description or photograph of the item is sufficient in that instance. In addition, when a member is invited to attend an event where food and beverages are served, the member needs to disclose their attendance at the event, but does not need to itemize the food and beverages consumed.
- [5] Even if a gift or benefit is permissible under section 38, members should consider if accepting the gift or benefit could create a perception of influence, in which case, the gift or benefit should not be accepted.

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43. Repealed - Bylaw No.5-2022

## Councillor Expenses

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44. With respect to expenses, a member must comply with the *Purchasing Policy* and the annual council remuneration resolution.

### **Appropriate Use of Village Assets and Services**

45. A member must not use, or permit the use of, Village land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the Village.
46. A member may use Village 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.
47. A member may use communication facilities, such as computers, telephones, email, and mobile devices, provided by the Village for personal use provided that such use is not offensive or inappropriate, or would not cause harm to any person.
48. A member will comply with all information security procedures applicable to Village staff and will not take any actions that may compromise the integrity or security of the Village's information systems.
49. A member must not attempt to obtain financial gain from any of the Village's intellectual property, and acknowledges that the Village's intellectual property is owned by the municipal corporation.
50. A member will maintain their constituency and Village records in accordance with Village policies and applicable laws.
51. Immediately prior to the end of their term of office, members will return Village assets, including Village records, to the Village Manager.

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### **INFORMATION NOTE**

- [1] As set out in section 17, a member's failure to comply with the Village's *Email Use* policy also constitutes a breach of this Bylaw. The policy provides that "authorized users are expected to practice good judgment and to demonstrate a sense of responsibility and consideration of others, when using the Village's network and services. All work undertaken shall be performed in an ethical and lawful manner, demonstrating integrity and professionalism by all users."

## DIVISION V Influence

### Improper Use of Influence

52. A member must only use the influence of their office for the exercise of their official duties.
53. A member must not use, or attempt to use, their office for the purpose of intimidating, influencing, threatening, coercing, or directing Village staff.
54. A member must be independent and impartial, and must not provide preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of the member's duties.
55. A member must not use the prospect of future employment by a person or entity, or other future economic opportunities, to detrimentally affect the performance of their duties to the Village.
56. A member should avoid carrying out their duties in any manner that may reasonably be perceived as being in conflict with any future endeavour that may be undertaken by the member.
57. If serving as a reference or recommending an individual for employment with the Village, a member must comply with the Village's hiring practices and must not use their role as an elected official to unfairly influence any hiring decisions.
58. A member must not contact or attempt in any way to influence any member of a quasi-judicial body before which the Village may be a party regarding a matter before that body.

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### INFORMATION NOTE

- [1] Section 117.2 of *The Cities Act* prohibits the improper use of influence: "A member of council shall not use his or her office to seek to influence a decision made by another person to further the member of council's private interests or to improperly further another person's private interests."
- [2] Examples of obtaining an improper personal advantage include using one's status as a member to influence the decision of another person to the private advantage

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of oneself, or one's family, staff members, friends or associates, business or otherwise. Also prohibited is persuading someone to do something (or not to do something) because the member will provide some future benefit in return.

- [3] Members routinely provide preferential treatment to some people in the sense that they, and Council, provide benefits to some that are not received by everyone. A person who, for example, receives a cancellation of tax arrears pursuant to section 244 of *The Cities Act* has received such a benefit. A member may provide assistance to a constituent who has a problem on a Village -related matter, which benefits that constituent. So long as those preferences arise through the ordinary and lawful discharge of the member's duties, they are ethically permitted. A member may not, however, provide preferential treatment on a basis that falls outside the discharge of their duties as a member. That would include, for example, providing preferential treatment based on a personal relationship, on the promise or prospect of a present or future advantage being provided to the member (such as a campaign contribution) or on other grounds that relate to the member's personal interest or circumstances, rather than the member's official role and duties.
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### Employment of Relatives

60. (1) A member shall not attempt to influence any Village staff to hire or promote the member's relative.
- (2) A member shall not make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate the member's relative.
- (3) A member shall not attempt to use a relationship with the member's relative for the member's personal benefit or gain.

### DIVISION VI Elections

61. In this Division:

- (a) **"campaign period"** means the period commencing the first of June immediately preceding a general election;
- (b) **"Village resources"** includes Village -owned, Village -supplied or Village -paid cell phones, smart phones, computers, other electronic

devices, phone number, email address, website, business cards, official photograph, facilities, equipment, supplies, services, staff time, and the Village crest;

- (c) **“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;
- (d) **“election day”** means election day as defined in *The Local Government Election Act, 2015*;
- (e) **“nomination day”** means nomination day as defined in *The Local Government Election Act, 2015*.

- 62. A member must comply with *The Local Government Election Act, 2015* in undertaking election campaign activities and fundraising.
- 63. This Bylaw continues to apply to a member throughout the campaign period and any unpaid leave of absence pursuant to section 81.

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#### INFORMATION NOTE

- [1] To ensure that a member does not receive any undue benefit by virtue of being an incumbent, a member must not use Village resources for election related purposes.
  - [2] During an election using one's position as a member of Council for election related purposes gives the member an unfair advantage over other candidates.
  - [3] The Village must remain neutral during elections. Using Village resources for campaign purposes would breach this requirement of neutrality.
  - [4] However, a member must still perform their duties as a Councillor during the campaign period. A member should be careful to differentiate between their Councillor duties and any election related activities.
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#### Communications

- 64. Public events and advertising or media paid for through Village budgets allocated for Council use or public events organized or sponsored by members using any Village budgets or assets must be completed by September 1 and not scheduled until after election day in a general election year.
- 65. A member must not use Village postage or other resources for mass mailings of any kind between nomination day and election day.

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66. A member must not place information updates in community newsletters between nomination day and election day.
67. A member must not use any Village communications facilities or services for their campaign; this includes the use of media addresses, email addresses and distribution lists, the Village's photo library, website development, writing or print material services.
68. No member will refer to themselves in election campaign advertisements as "Councillor X" or "Mayor Y".
69. (1) A member may only use the Village's website, social media, email and phone number for official duties. For greater certainty, existing member websites, social media, email and phone numbers used for official duties need not be deleted during an election.  
  
(2) 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 Village-funded, nor do they reflect Village policy during a campaign period. Account names should not include the member's current position title, where possible (for example, Jane Smith is preferable to Councillor Jane Smith).  
  
(3) Website and email distribution lists that are used for official duties may not be used for campaign activities and communications.  
  
(4) Links are not allowed on Village websites or external websites paid for by the Village 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.

### **Village Staff**

71. No member shall use the services of Village staff for election campaign related purposes during hours in which those Village staff receive any compensation from the Village.

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### **INFORMATION NOTE**

- [1] A member may still use the Village's website, social media, email and phone number for official duties as a member of Council. During a campaign period these

accounts do not need to be deleted but a member must not use them for election related purposes.

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- 72. Village staff shall not identify themselves as Village staff while working on an election campaign.
- 73. A member must not seek individual advice from Village 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.

#### **Other Village Resources**

- 74. Village 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.
- 75. Under no circumstances should member's offices be used to engage in election campaign related activities.
- 76. Village 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.
- 77. Any election campaign related activities that occur in the Richmond Community 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 through the normal rental process.

#### **Village Functions**

- 78. (1) A member who is nominated to run for re-election must not participate in any Village-sponsored events requiring them to perform official ceremonial duties between nomination day and election day.
- 79. 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**

- 80. A member must not use Village resources to promote or oppose the candidacy of any person to elected office in any municipal, provincial or federal campaign.

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81. (1) A member may choose to take an leave of absence to run for elected office of another government.
- (2) During a period of leave under subsection (1), the member:
- (a) shall not receive any confidential agendas, communications or documents from the Village;
  - (b) shall receive copies of all public information;
  - (c) shall not be required to return their Village resources, but will not use them for any non-civic purpose; and
  - (d) shall not be reimbursed for any mileage or telephone or similar expenses.

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#### INFORMATION NOTE

[1] Clause 120(1)(c) of *The Cities Act* disqualifies a member from sitting on Council if the member misses all regular council meetings for three months in a row, unless the absence is authorized by a resolution of Council,

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#### DIVISION VII Conflict of Interest

##### Conflicts of Interest

- 81.1 (1) A member shall at all times comply with sections 114 - 119 of *The Cities Act* related to conflicts of interest of members.
- (2) A member may obtain external legal advice with respect to a conflict of interest matter arising under sections 114 - 119 of *The Cities Act* in accordance with the practice established by the Village and administered by the Village Clerk.

##### Support for Charities

- 81.2 (1) A member may lend their support to and encourage community donations to registered charitable, not-for-profit and other community-based groups, as long as monies raised through fundraising efforts go directly to the groups or volunteers or chapters acting as local organizers of the group.
- (2) A member shall not directly manage or control any monies received relating to community or charitable organization fundraising, unless the member is an employee of the community or charitable organization.
- (3) A member shall not communicate with, solicit or accept support in any form from an individual, group or corporation with any planning, conversion or demolition variance application or procurement proposal pending before Council.
- (4) Nothing in this section affects the entitlement of a member to:
- (a) urge constituents, businesses or other groups to support community events put on by others in the Village to advance the needs of a charitable organization;
  - (b) play an advisory ex officio, honorary, board director or membership role in any charitable or non-profit organization that holds community events in the Village; or
  - (c) collaborate with the Village and its agencies, boards or commissions to hold community events.

#### PART IV Integrity Commissioner/Administrator

##### **Appointment of Integrity Commissioner/Administrator**

82. (1) Council shall appoint an Integrity Commissioner/Administrator or Integrity Commissioner/Administrator s 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/Administrator may be made, suspended, or revoked only if the majority of Council vote to do so.
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- (3) Council shall not dismiss an Integrity Commissioner/Administrator except for cause.

**Interim or Ad Hoc Appointment**

83. (1) This section is applicable in the following circumstances:

- (a) if the Village has not yet entered into a contract for the appointment of an Integrity Commissioner/Administrator for a specified term;
- (b) in the interim period between the expiry of the appointment of one Integrity Commissioner/Administrator and the appointment of a new Integrity Commissioner/Administrator ;
- (c) if the appointed Integrity Commissioner/Administrator is unable or unwilling to act; or
- (d) if the Village appoints an Integrity Commissioner/Administrator 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 Village Manager;
- (b) upon receipt of a formal complaint, the Village Manager shall consider the following in determining whether the complaint shall be investigated:
  - (i) whether the complaint falls within the jurisdiction of this Bylaw;
  - (ii) whether there are sufficient grounds for an investigation;
  - (iii) whether the complaint is frivolous, vexatious or not made in good faith, and
- (c) if the Village Manager determines that a complaint shall be investigated, they shall appoint an Integrity Commissioner/Administrator to carry out the duties in this Bylaw including investigating and determining if the member has violated the Bylaw and reporting and making recommendations to Council on appropriate censure, sanctions or corrective actions, if applicable.

## Duties and Responsibilities

84. (1) The Integrity Commissioner/Administrator shall:
- (a) if requested, provide oral advice and written advance rulings and recommendations to members on questions of compliance with this Bylaw, except on questions related to conflicts of interest arising under sections 114 - 119 of *The Cities Act*.
  - (b) if requested, 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/Administrator and the ethical obligations and responsibilities of members under this Bylaw;
  - (d) prepare written materials and content for the Village's website for distribution to, and use by, the public, to aid in their understanding of the role of the Integrity Commissioner/Administrator 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/Administrator and the ethical obligations and responsibilities of members under this Bylaw;
  - (f) provide advice and recommendations to Council regarding amendments to this Bylaw;
  - (g) subject to section 83, receive and 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;
  - (h) investigate and conduct inquiries as to violations of this Bylaw;
  - (i) determine and report to the Council and Council as to whether a member has violated this Bylaw;
  - (j) make recommendations on whether to censure the member, impose sanctions or require corrective actions if there is a violation; and
  - (k) publish an annual report on the work of the Integrity Commissioner/Administrator including:

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- (i) a summary of the activities undertaken by the Integrity Commissioner/Administrator in the past year;
  - (ii) examples in general terms of advice and advance rulings rendered and complaints received and disposed of;
  - (iii) an analysis of any trends or general observations that can be drawn from the complaints received and investigations conducted in the past year; and
  - (iv) any other matters the Integrity Commissioner/Administrator deems relevant.
- (2) The Integrity Commissioner/Administrator's jurisdiction includes the authority to assess, investigate and otherwise deal with complaints related to the conduct of a member at a meeting of Council or a Council Committee meeting.

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

85. (1) If an Integrity Commissioner/Administrator is currently appointed, a member may request that the Integrity Commissioner/Administrator provide a written advance ruling and a recommendation on questions of compliance with this Bylaw.

- (1.1) Notwithstanding subsection (1), a member may not request that the Integrity Commissioner/Administrator provide an advance ruling on questions related to conflict of interest arising under sections 114 - 119 of *The Cities Act*.
- (2) The Integrity Commissioner/Administrator 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/Administrator, the member may rely on and the Integrity Commissioner/Administrator is bound by the ruling or recommendations by the Integrity Commissioner/Administrator if:
- (a) the member disclosed all known specific facts to the Integrity Commissioner/Administrator 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 Village shall appoint a different, ad hoc Integrity Commissioner/Administrator 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/Administrator ;
  - (b) the appointed Integrity Commissioner/Administrator 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/Administrator would not be able to fairly deal with the complaint because of the information already provided by the member.
- (5) If the conduct of a member is being investigated in a matter that was the subject of oral advice by the Integrity Commissioner/Administrator , the member may not rely on and the Integrity Commissioner/Administrator is not bound by the oral advice by the Integrity Commissioner/Administrator .

## PART V Complaints

### Informal Complaints

86. Any person who has identified or witnessed conduct by a member that the person believes to be in contravention of this Bylaw may address their concerns in the following manner:

- (a) advise the member that their behaviour or activity contravenes the Bylaw;
- (b) encourage the member to stop the prohibited behaviour or activity;
- (c) if applicable, confirm with the member whether the response was satisfactory to alleviate the concern;

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- (d) keep a written record of the incidents including dates, times, locations, other persons present and any other relevant information including steps taken to resolve the matter;
- (e) ask the Integrity Commissioner/Administrator /Administrator to refer the complaint to an informal resolution process.

### **Formal Request for Investigation**

87. (1) Subject to section 83, any person may request an investigation to determine if a member has violated this Bylaw by submitting a complaint to the Integrity Commissioner/Administrator /Administrator in the form in Schedule "A" or in any other form approved by the Integrity Commissioner/Administrator /Administrator.

- (2) 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 party subject to discrimination or harassment, 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.
- (3) The Integrity Commissioner/Administrator /Administrator may investigate a complaint that does not comply with subsections (1) and (2) if, in the Integrity Commissioner/Administrator /Administrator opinion, the circumstances warrant.
- (4) An investigation of a complaint received on or after August 1 in a general election year shall be deferred and kept confidential until after the first meeting of Council following the general election.

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### **INFORMATION NOTE**

[1] During the complaint process the Integrity Commissioner/Administrator /Administrator should consider the provisions of Section 94 – Confidentiality.

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### Initial Complaint Classification

88. (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 87, the Integrity Commissioner/Administrator /Administrator, in the circumstances of subsection 83(1), 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/Administrator /Administrator in the circumstances of subsection 83(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*, with the exception of 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/Administrator to investigate, with any additional reasons and referrals that are appropriate.

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## INFORMATION NOTE

- [1] Pursuant to subsection 114.1(1) of *The Cities Act*, a member “has a conflict of interest if the member makes a decision or participates in making a decision in the execution of his or her office and at the same time knows or ought reasonably to know that in the making of the decision there is the opportunity to further his or her private interests or to improperly further another person’s private interests.” Subsection 114.1(2) clarifies that a financial interest as described in subsection 115(1) is always a conflict of interest.
- [2] Section 117 of *The Cities Act* describes what is required of a member who is in a conflict of interest. This includes declaring the conflict of interest, abstaining from voting on the matter, not attempting to influence the discussion or voting on the matter and, in many cases, leaving the room during discussion and voting on the matter. Any declaration of a conflict of interest and any abstention or withdrawal must be recorded in the minutes of the meeting pursuant to subsection 117(5).
- [3] If a member does not comply with the requirements of section 117, the member is disqualified from Council and is not eligible to be nominated or elected in any municipality for 12 years, pursuant to section 120 of *The Cities Act*. Subsection 121(1) of the Act provides that a member who is disqualified must resign immediately.
- [4] If a member does not resign as required, subsection 121(2) provides that Council or a voter may apply to a judge of the court in the prescribed manner for:
  - (a) an order determining whether the member was never qualified to be or has ceased to be qualified to remain a member of Council; or
  - (b) an order declaring the member to be disqualified from Council.
- [5] An application must be within three years of the date of alleged disqualification (subsection 121(4)).

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## Frivolous Complaints

89. Subject to section 83, if the Integrity Commissioner/Administrator /Administrator 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.

## Informal Resolution

- 89.1 (1) Subject to section 83, if the Integrity Commissioner/Administrator /Administrator determines that an informal resolution may be possible, the Integrity Commissioner/Administrator may, with the written consent of both the person making the complaint and the member who is the subject of the complaint, refer the complaint to mediation or a third party for resolution.
- (2) Complaints not resolved under subsection (1) shall be returned to the Integrity Commissioner/Administrator /Administrator for further handling.

## Investigation

90. (1) If a complaint is not directed to another process or forum pursuant to section 88, is rejected pursuant to section 89, or is returned to the Integrity Commissioner/Administrator Integrity pursuant to subsection 89.1(2) the Integrity Commissioner/Administrator shall investigate the complaint and may attempt to settle the complaint.
- (2) The Integrity Commissioner/Administrator 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 10 business days; and
  - (b) serve a copy of the response provided upon the complainant with a request for a written reply within 10 business days.
- (3) If necessary, the Integrity Commissioner/Administrator 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 Village in relation to a matter involving the provision of advice or other services by legal counsel; or

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- (iii) contains correspondence between legal counsel for the Village and any other person in relation to a matter involving the provision of advice or other services by legal counsel.
- (4) The Integrity Commissioner/Administrator 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 censure, sanctions or corrective actions and an opportunity either in person or in writing to comment on the proposed finding and any recommended censure, sanctions or corrective actions.

### **Investigation Report**

91. (1) The Integrity Commissioner/Administrator shall report to the complainant and the member no later than 120 days after receipt of the complaint.
- (2) Subject to subsection (3), if the Integrity Commissioner/Administrator determines that this Bylaw has been violated and the complaint is substantiated in whole or in part, the Integrity Commissioner/Administrator shall report to Council the findings and the terms of settlement, recommended censure, sanctions or corrective actions.
  - (3) The report mentioned in subsection (2) will first be considered in camera by the Council.
  - (3.1) A report to Council pursuant to subsection (2) may be amended at the discretion of the Integrity Commissioner/Administrator after consideration of the matter by the Council, in camera, to reflect any new or further information learned during the in camera meeting.
  - (4) If the complaint is dismissed, other than in exceptional circumstances, the Integrity Commissioner/Administrator shall not report to Council except as part of an annual or periodic report.
  - (5) Any recommended censure, sanctions or corrective actions must be permitted in law and shall be designed to ensure that the inappropriate conduct does not continue.
  - (6) If the Integrity Commissioner/Administrator 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/Administrator shall so state in the report and may recommend that no censure, sanctions or corrective actions be imposed.

### **Council Review**

92. (1) Council shall consider and respond to an investigation report from the Integrity Commissioner/Administrator no more than 90 days after the report is first considered by the Council.
- (2) Upon receipt of an investigation report from the Integrity Commissioner/Administrator Council may, in circumstances where the Integrity Commissioner/Administrator has determined that this Bylaw has been violated, impose the censure, sanctions and corrective actions recommended by the Integrity Commissioner/Administrator 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 Council committee.
  - (g) repayment of gifts, and/or removal of Remuneration.

### **Reprisals and Obstruction**

93. (1) No person shall obstruct the Integrity Commissioner/Administrator in the carrying out of the Integrity Commissioner/Administrator'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/Administrator in the context of an investigation.

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- (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/Administrator when questioned regarding an investigation.

### **Malicious Complaints**

93.1 No person shall submit a complaint to the Integrity Commissioner/Administrator that is malicious, vexatious or not made in good faith.

### **Confidentiality**

94. (1) In this section, "**confidential information**" means confidential information as defined in section 18.

- (2) The Integrity Commissioner/Administrator and every person acting pursuant to the Integrity Commissioner/Administrator's instructions, or the Village Manager acting pursuant to section 83, shall:
  - (a) use reasonable efforts to review and investigate complaints in confidence; and
  - (b) preserve secrecy with respect to all matters that come to their knowledge in the course of reviewing or investigating any complaint, except as required by law or otherwise permitted by this Bylaw.
- (3) While an investigation report provided to Council will first be considered in camera by the Council 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 resolution shall be available to the public.
- (4) An investigation report shall only disclose such matters as in the Integrity Commissioner/Administrator's opinion are necessary for the purposes of the report.
- (5) The Integrity Commissioner/Administrator may, subject to any confidential information being redacted, disclose a copy or summary of any complaint received that will not be investigated pursuant to section 90 to the member who is the subject of the complaint for educational or informational purposes.

PART VI  
Repeal and Coming Into Force

**Bylaw No. 2022-4 Repealed**

95. *The Code of Ethics Bylaw 2022* is repealed.


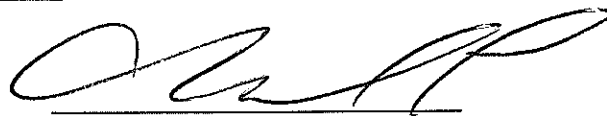
**Coming Into Force**

96. This Bylaw comes into force on the day of its final passing.

Read a first time this 9<sup>th</sup> day of June, 2025.

Read a second time this 9 day of June, 2025.

Read a third time and passed this 9 day of June 2025.

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



## Schedule “A”

### Complaint Form

I hereby request that the Integrity Commissioner/Administrator for the Village of Richmond conduct an investigation into whether or not the following member(s) of Council has (have) contravened *The Code of Ethical Conduct, 2025*.

I have reasonable and probable grounds to believe that the above member(s) has (have) contravened *The Code of Ethical Conduct, 2025* by reason of the following:

Please insert, date, time and location:

Include a listing of the specific provisions of the Bylaw that have been violated:

Include an explanation as to the violation:

Include particulars and names of all persons involved, and of all witnesses, and information as to how they can be reached:

Attach additional pages as needed.

Attached are copies of documents and records relevant to the requested inquiry.

**Note:** All reasonable efforts will be used to investigate complaints in confidence. Secrecy with respect to all matters that come to the Integrity Commissioner/Administrator’s knowledge during any investigation shall be preserved, including the name of the complainant, and will only be disclosed where fairness requires disclosure or where required by law.

Date:

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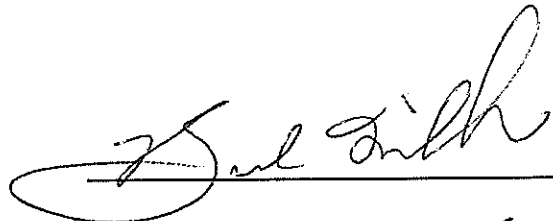
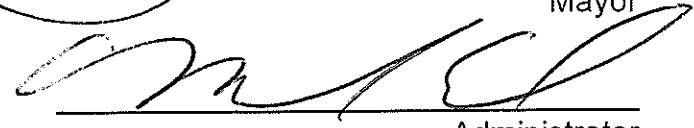
(signature of complainant)

Name:  
Address:  
Telephone:  
Cell:  
E-mail:

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Name:  
Address:  
Telephone:  
Cell:  
E-mail:



  
\_\_\_\_\_  
Mayor  
  
\_\_\_\_\_  
Administrator

Certified True Copy

Date June 10, 2005



Bm

