

TOWN OF DAYSLAND

BYLAW 2018-638

**A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR ELECTED OFFICIALS OF THE TOWN OF DAYSLAND,
IN THE PROVINCE OF ALBERTA**

WHEREAS, Section 146.1(1) of the *Municipal Government Act*, provides that municipalities must establish a Code of Conduct Bylaw that governs the conduct of Councillors;

WHEREAS, Section 146.1(2) of the *Municipal Government Act*, provides that a Code of Conduct must apply to all Councillors equally;

WHEREAS the Council recognizes that the constituents of the Town have elected Councillors for the purpose of providing effective leadership for the Town and its residents;

WHEREAS each individual Councillor for the Town hereby commits to upholding this Code of Conduct for the purpose of ensuring that Councillors of the Town maintain appropriate conduct when carrying out their roles as Councillors; and

WHEREAS this Code of Conduct must be reviewed every four years from date of passing,

NOW THEREFORE, pursuant to the provisions of the *Municipal Government Act*, and having considered Sections 3, 146.1 and 153 of the *Municipal Government Act* and the Code of Conduct For Elected Officials Regulation, the Council of the Town, duly assembled, enacts as follows:

DEFINITIONS AND INTERPRETATION

1. DEFINITIONS:

- a) **"Chief Administrative Officer"** has the meaning prescribed under the *Municipal Government Act*, and may be referred to as the "CAO".
- b) **"Confidential Information"** includes information in the possession of, or received in confidence by, the Town that the Town is prohibited from disclosing pursuant to legislation, court order or by contract or is required nor permitted to refuse to disclose under the *Freedom of Information and Protection of Privacy Act (Alberta)*, as amended from time to time, or any other legislation, or any other information that pertains to the business of the Town and is generally considered to be of a confidential nature.
- c) **"Conflict of Interest"** means an occurrence where a Councillor's personal or private interests are, or may be perceived as, influencing the Councillor on a matter of public interest before Council, including occurrences which may result in common law bias, including direct or indirect pecuniary interest, prejudgment, close mindedness or undue influence. "Conflict of Interest " also includes using the Councillor's position, confidential information or Town employees, materials, or facilities for personal or private gain or

advancement or the expectation of personal or private gain or advancement. A "Conflict of Interest" may also include advancing the interests of the Councillor's family, friends or business associates.

- d) **"Other Councillor"** means the councillor against whom a complaint has been made under the Code of Conduct set out in this Bylaw.
- e) **"Council"** means the Town of Daysland Council.
- f) **"Councillor"** has the meaning described under the *Municipal Government Act*, including an individual elected Councillor of the Town of Daysland Council and the Mayor.
- g) **"Committee of the Whole"** refers collectively to those Councillors present when Council moves to sit as a Committee.
- h) **"Complainant"** means any Councillor submitting a complaint.
- i) **"In-Camera"** means a Council or Council committee meeting, or portion of a Council or Council committee meeting, closed to the public.
- j) **"Investigator"** means Council or the committee, the individual or body established by Council to investigate and report on complaints.
- k) **"Municipal Government Act" or "MGA"** means the *Municipal Government Act*, RSA 2000, c. M-26, as amended from time to time.
- l) **"Pecuniary Interest"** means those occurrences as prescribed in the MGA.
- m) The **"Town"** means the municipality of Daysland.

2. PURPOSE:

- 2.1 The purpose of the Code of Conduct set out in this Bylaw is to set a standard of good conduct and ethics that Councillors of the Town can reasonably demonstrate in their performance and responsibilities as elected officials.

3. INCORPORATION BY REFERENCE

- 3.1 The Town's Chief Administrative Officer Bylaw, as amended from time to time, is incorporated by reference into the Code of Conduct and this Bylaw.

4. GUIDELINES:

- 4.1 This Code of Conduct identifies the Town's expectations of Councillors and establishes guidelines for appropriate conduct to ensure that:
 - a) the decision-making process of Council is transparent, accessible, and equitable;
 - b) decisions are made through appropriate channels of government structure;
 - c) public office is not used for personal gain;

- d) the conduct of Councillors is of the highest standard; and
- e) there is fairness and respect for the differences amongst Councillors and a duty to demonstrate goodwill and work together for the common good.

5. PRINCIPLES OF THE CODE OF CONDUCT

5.1 Although areas of ethical exposure are generally consistent and understood in municipal governance, the following areas and guidelines have been specifically identified as being paramount to the municipal political process:

- a) representing the municipality;
- b) communicating on behalf of the municipality;
- c) respecting the decision-making process;
- d) adherence to policies, procedures and bylaws;
- e) respectful interactions with councillors, staff, the public and others;
- f) confidential information;
- g) conflicts of interest;
- h) improper use of influence;
- i) use of municipal assets and services; and
- j) orientation and other training attendance.

5.2 Councillors recognize that their mandate includes:

- a) fairly representing the diversity of community views in developing an overall strategy for the future of the Town;
- b) setting objectives and determining strategies to achieve the goals of the Town's Strategic Vision and Plan(s);
- c) achieving sound financial management, planning, and accountability;
- d) being aware of and understanding statutory obligations imposed on Council as a whole, as well as each individual Councillor, by the MGA, other provincial legislation, and by Town bylaws and policies.

6. ADHERENCE TO POLICIES, PROCEDURES AND BYLAWS

6.1 Councillors shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

6.2 Councillors shall respect the Town as an institution, its bylaws, policies and procedures and shall encourage public respect for the Town, its bylaws, policies and procedures.

6.3 A Councillor must not encourage disobedience of any bylaw, policy or procedure of the Town in responding to a member of the public, as this undermines public confidence in the Town and in the rule of law.

7. CONFIDENTIALITY

7.1 In their roles as elected officials, Councillors will have access to Confidential Information including but not limited to information received and discussed In-Camera.

- 7.2 Councillors shall not disclose or release by any means to any Councillor of the public, either in verbal or written form, any Confidential Information acquired by virtue of their office, except when required by law to do so.
- 7.3 All information, documentation, or deliberations received, reviewed, or taken In-Camera is Confidential Information until the matter ceases to be confidential, as determined by Council.
- 7.4 Councillors shall not permit any person other than those who are entitled thereto to have access to Confidential Information.
- 7.5 No Councillor shall use confidential information for personal benefit or for the benefit of any other individual or organization.
- 7.6 The obligation to keep information confidential is a continuing obligation even if an individual ceases to be a Councillor.
- 7.7 Councillors have the same access rights to municipal information as any other resident of the Town, unless the information relates specifically to a matter before Council. Requests for information should be referred to the appropriate staff to be addressed either as an informal request for access to municipal records, or as a formal request under the *Freedom of Information and Protection of Privacy Act (Alberta)*, as amended from time to time.
- 7.8 Where the Chief Administrative Officer or his/her designate provides information referred to in section 153(d) of the MGA to a Councillor, the information must be provided to all other Councillors as soon as is practicable.

8. COMMUNICATIONS AND MEDIA RELATIONS

- 8.1 Councillors will accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with the majority decision of Council.
- 8.2 Councillors shall show respect for the decision-making process of Council and should publicly support the decisions of Council despite their individual opinion at the time that the decision was made.
- 8.3 Information concerning adopted policies, procedures, and decisions of the Council shall be conveyed openly and accurately.
- 8.4 Confidential Information will be communicated only when Council has determined that it is appropriate and permissible to do so.
- 8.5 A Councillor must not claim to speak on behalf of Council unless authorized to do so.
- 8.6 Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson. A Councillor who is authorized to act as Council's official spokesperson must ensure that his or her comments

accurately reflect the official position and will of Council as a whole, even if the Councillor personally disagrees with Council's position.

- 8.7 No Councillor shall make a statement when s/he knows that statement is false.
- 8.8 No Councillor shall make a statement with the intent to mislead Council or members of the public.

9. RESPECTING THE DECISION-MAKING PROCESS AND RELATIONS WITH STAFF

- 9.1 Councillors shall acknowledge and respect that staff work for the Town as a corporate body and are responsible for making recommendations that reflect their professional expertise and the Town's corporate objectives, without undue influence from any individual Councillor.
- 9.2 Decision-making authority lies with Council, and not with any individual Councillor. Council may only act by bylaw or resolution passed at a Council meeting held in public and at which there is a quorum present. As such, Councillors shall acknowledge and respect that staff carry out directions of Council as a whole and administer the policies of the Town. No Councillor shall, unless authorized by Council, attempt to bind the Town or give direction to staff, agents, contractors, consultant or other service providers or prospective vendors to the Town. Councillors shall refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.
- 9.3 It is the sole responsibility of the CAO to hire, discipline, and terminate staff. All information pertaining to staff employment matters is Confidential Information. No Councillor, either as an individual or as a group, shall interfere with the CAO role in the hiring, disciplinary action, or termination of any staff member, by way of coercion, persuasion, threats, intimidation, bullying, or any other form of influence. The CAO shall immediately report any incident of this nature to Council as a whole.
- 9.4 Councillors are free to relay any operational concerns, suggestions, or service requests of their own or of others to the CAO, but are not permitted to direct the operations of the Town or the actions of any staff member. Councillors shall not contact any staff directly to discuss official Town business, except the CAO or, in the case of an emergency, Department Heads. Councillors may contact any staff member at any time to discuss matters not directly related to that staff member's primary work responsibilities as well as matters of general interest, so long as it does not involve (and could not be seen to involve) placing pressure on that staff member (directly or indirectly) to take direction or action based on the influence of the Councillor.
- 9.5 Councillors shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on the staff member's professional competence or credibility.

10. RELATIONS WITH OTHER COUNCILLORS AND THE PUBLIC

- 10.1 Councillors shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

- 10.2 Councillors shall treat one another and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 10.3 No Councillor shall use indecent, abusive, or insulting words or expressions toward another Councillor or any member of the public.
- 10.4 No Councillor shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

11. GIFTS, HOSPITALITY AND BENEFITS

- 11.1 Councillors may only receive gifts, hospitality, or entertainment that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office, and which could not be seen as attempting to influence any decision of Council. Any gifts, benefits, or hospitality that exceeds these guidelines shall be returned with an explanation of this Code of Conduct. Gifts, souvenirs, or mementos with a value greater than \$100.00, if accepted, shall be the property of the Town.
- 11.2 Councillors may accept hospitality or entertainment if the offer is infrequent and appropriate to the occasion, bearing in mind any perception of potential conflict.
- 11.3 Nothing in this section prevents the receipt of personal gifts, benefits, rewards, commissions or compensation from any person or organization not connected directly or indirectly with the performance or duties of office (i.e. full-time employment with another organization).
- 11.4 Councillors may also accept the following:
 - a) political contributions that are otherwise offered, accepted, and reported in accordance with applicable provincial law (i.e. *Local Authorities Election Act* and the MGA),
 - b) food and beverages at banquets, receptions, ceremonies or similar events,
 - c) food, lodging, transportation, and entertainment provided by other levels of government, boards, or commissions,
 - d) reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations or agencies.

12. IMPROPER USE OF INFLUENCE

- 12.1 No Councillor shall use the influence of the Councillor's office for any purpose other than for the exercise of the Councillor's official duties.

13. CONFLICT OF INTEREST

- 13.1 Councillors will recognize their obligations to follow and respect the provisions of the MGA, including in relation to pecuniary interests.
- 13.2 Councillors shall not engage in any activity which is incompatible or inconsistent with the

discharge of a Councillor's duties and obligations as an elected official in the Town.

- 13.3 A Councillor may seek the advice of the CAO respecting a potential Conflict of Interest. It is the individual responsibility of each Councillor to seek independent legal advice when required with respect to any situation that may result in a Conflict of Interest.

14. PECUNIARY INTEREST

- 14.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in the *Municipal Government Act*, and to determine whether or not he/she had a Pecuniary Interest.
- 14.2 It is the individual responsibility of each Councillor to seek independent legal advice when required with respect to any occurrence which may result in Pecuniary Interest, at his or her own expense.
- 14.3 If a Councillor believes that s/he may have a Pecuniary Interest in a matter before Council or a Council Committee, s/he shall follow the Pecuniary Interest disclosure and procedure requirements as established in the *Municipal Government Act* including:
- a) stating the general nature of the Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee;
 - b) Complete the "Disclosure of Pecuniary Interest" form attached as Schedule "A" prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Mayor or Chair of the meeting, be read into the meeting minutes and delivered by the Mayor or the Chair to the CAO or his designate. The CAO shall file and maintain the "Disclosure of Interest" forms;
 - c) refraining from discussing the matter with Council;
 - d) leaving the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, as set out in sections 169-173 of the *Municipal Government Act*.

15. USE OF TOWN PROPERTY AND SERVICES

- 15.1 Councillors may only use Town property, equipment, supplies, staff resources or services for activities connected with the discharge of official duties or associated community activities having the sanction of Council or otherwise permitted by Town policies.

16. TRANSPARENCY AND OPENNESS IN DECISION MAKING

- 16.1 Councillors will endeavor to conduct and convey Council business in an open and public manner, other than for those issues that may be discussed In-Camera permitted by the MGA and FOIP, so that stakeholders can understand the process, logic, and rationale used to reach conclusions or decisions.

17. PROFESSIONAL DEVELOPMENT

17.1 Councillors have the opportunity to promote, support, pursue, and partake in opportunities for professional development, including but not limited to federal, provincial, and municipal conferences, seminars, and workshops. Councillors are encouraged to stay updated on issues and trends so that they can be as efficient and effective as possible in the discharge of their duties and responsibilities.

18. REPRESENTING THE MUNICIPALITY AND CONDUCT AT MEETINGS

18.1 Councillors shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Town as a whole;
- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency; and
- c) arrange their private affairs and conduct themselves in a manner that promotes public confidence and that will bear close public scrutiny.

18.2 Councillors shall make every effort to participate diligently in Council meetings, Committee of the Whole meetings, other advisory committee meetings, and/or any working group meetings, and shall conduct themselves in a professional manner with dignity and decorum and in accordance with the Town's Procedural Bylaw. Respect for delegations and for fellow Councillors and staff requires that all Councillors show courtesy and not distract from the business of Council during presentations and when other Councillors have the floor.

19. HARRASSMENT

19.1 Harassment of another Councillor, staff, or any member of the public is prohibited by provincial law and by the Town's *Respectful Workplace Policy*.

20. ALCOHOL AND DRUG USE

20.1 Councillors shall abide by applicable laws and regulations governing the possession or use of alcohol and drugs and the most recent version of the Health and Safety Manual adopted by the Town from time to time. The illegal use, sale, purchase, transfer, or possession of any restricted or controlled drug, narcotic or related substance while on Town premises is prohibited.

20.2 It is never permissible for Councillors to attend to their Council duties and responsibilities having consumed alcohol, or under the influence of drugs or other similar substances, which might adversely affect their performance as elected representatives.

21. INFORMAL COMPLAINT PROCESS

21.1 Any Councillor who has been advised by a person or has identified or witnessed conduct by another Councillor (the "Other Councillor") that the Councillor reasonably believes in good faith is a contravention of this Bylaw, may address the prohibited conduct by either one or both of the following:

- a) advising the Other Councillor that the conduct violates this Bylaw and encouraging the Other Councillor to stop; or
- b) requesting the Mayor to assist in informal discussion of the alleged contravention with the Other Councillor in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in an alleged contravention of this Bylaw, the Councillor may request the assistance of the Deputy Mayor.

21.2 Councillors are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, a Councillor is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

22. FORMAL COMPLAINT PROCESS

22.1 Any Councillor who has been advised by a person or has identified or witnessed conduct by a Councillor (the "Other Councillor") that the Councillor reasonably believes in good faith is a contravention of this Bylaw, may address the prohibited conduct by submitting a formal complaint in accordance with the following procedure:

- a) All complaints shall be made in writing, using the Complaint Form attached as "Schedule C", and shall be dated and signed by a Councillor.
- b) All complaints shall be addressed to the Investigator.
- c) The complaint must set out reasonable and probable grounds for the allegation that the Other Councillor has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the complaint.
- d) If the facts, as reported, include the name of one or more Other Councillors who are alleged to be responsible for the breach of this Bylaw, the Other Councillor or Other Councillors concerned shall receive a copy of the complaint submitted to the Investigator.
- e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. The Complainant and the Other Councillor or Councillors shall be advised in writing of any such decision by the Investigator.
- f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice, seeking the services of a third party, or both. All proceedings of the Investigator regarding the investigation shall be confidential.
- g) Upon completing an investigation of a complaint, the Investigator shall provide a report to Council, the Complainant and the Other Councillor, which may include recommendations as to sanctions, if any, to be imposed by Council after consideration of the Investigator's report.
- h) A Councillor who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to provide input to the Investigator and to respond to the Investigator's report before Council deliberates and makes any decision or any sanction

is imposed.

- i) The Investigator shall take reasonable steps to conclude any investigation within 60 days of the date upon which a complaint is submitted to the Investigator.

22.2 The Investigator shall, unless Council specifically directs otherwise for a particular complaint, be a council committee made up of all Councillors and such committee is hereby formed. The Councillor or Councillors about whom a complaint is made shall not participate as a member of the committee while the committee investigates and performs the duties of Investigator under this Bylaw regarding that particular complaint.

22.3 The committee of council formed by this bylaw has the duty and function of the Investigator under this bylaw unless Council has made a specific direction otherwise regarding a particular complaint as provided for in s. 22.2 of this Bylaw. In the event Council makes such a direction the Investigator identified by the Council direction shall have and perform the duties of Investigator under this bylaw regarding that particular complaint.

23. COMPLIANCE AND ENFORCEMENT

23.1 Councillors shall uphold the letter and the spirit and intent of this Bylaw.

23.2 Councillors are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

23.3 No Councillor shall:

- a) undertake any act of reprisal or threaten reprisal against a Complainant or any other person for providing relevant information to the Investigator, Council or to any other person;
- b) obstruct the Investigator or Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

23.4 Sanctions that may be imposed on a Councillor, by Council, upon a finding that the Councillor has breached this Bylaw may include:

- a) a letter of reprimand addressed to the Councillor;
- b) requesting the Councillor to issue a letter of apology;
- c) publication of a letter of reprimand or request for apology and the Councillor's response;
- d) suspension or removal of the appointment of a Councillor as the Mayor under section 150(2) of the MGA;
- e) suspension or removal of the appointment of a Councillor as the deputy or acting Mayor under section 152 of the MGA;
- f) suspension or removal of the Mayor's presiding duties under section 154 of the MGA;
- g) suspension or removal from some or all Council committees and bodies to which Council has the right to appoint Councillors;
- h) reduction or suspension of remuneration as defined in section 275.1 of the MGA corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

- i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Councillor from fulfilling the legislated duties of a councillor and the sanction is not contrary to the MGA.

24. IMPLEMENTATION, REVIEW, AND ORIENTATION

24.1 This Bylaw shall be reviewed and updated at least once every 4 years from the date it is passed.

24.2 That this Bylaw comes into force on the date it is passed.

24.3 Every Councillor must attend the orientation training offered by the Town within 90 days after the Councillor takes the oath of office. Every Councillor must attend all orientation and other training organized at the direction of Council for the benefit of Councillors throughout the Council term.

24.4 A copy of the Code of Conduct will be included as part of the orientation workshop for all Councillors. Councillors are expected to formally and informally review their adherence to the provisions of this Code of Conduct on a regular basis or when so requested by Council.

24.5 Each Councillor shall sign two copies of the Code of Conduct Acknowledgment annually (one for the Councillor and one for the CAO's office) to convey to each other and all stakeholders that they have read, understand, and accept the Code of Conduct, as provided in Schedule "D".

READ A FIRST TIME THIS 29th DAY OF May, 2018.

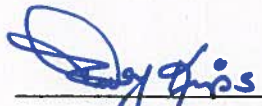
READ A SECOND TIME THIS 29th DAY OF May, 2018.

AND WITH UNANIMOUS CONSENT,

READ A THIRD TIME AND FINALLY PASSED THIS 29th DAY OF May, 2018.



Mayor



Chief Administrative Officer

Schedule "A"

Disclosure of Pecuniary Interest Form

Name of Councillor: _____

Date of Council/Committee Meeting _____

Agenda Item No.: _____

Agenda Item Description: _____

Describe the general nature of Pecuniary Interest:

Dated this ____ day of _____, 20__.

Signature of Councillor: _____



Schedule "B"

GIFTS AND GRATUITIES REGISTER

DATE: _____

GIFT GIVEN TO: _____

GIFT FROM: _____

GIFT: _____

VALUE: _____

DISPOSITION: _____

COMMENTS:

Signature

Mayor/CAO Signature

SCHEDULE "C"

Council and Committee Member Code of Conduct Complaint Protocol

Formal Complaint Form/Affidavit

I, _____, (please print) of the Town of Daysland, in the Province of Alberta, do solemnly swear/affirm, and declare that the following contents of this affidavit as subscribes are true and correct:

Civic Address: _____

Mailing Address: _____

of the City/Town of _____ in the Province of _____, Postal Code _____

I have personal knowledge of the facts as set out in this Affidavit because (insert reason e.g. I work for,,, I attended a meeting which.... Etc.) _____

And I have reasonable and probable grounds to believe that _____ (name of Councillor) has contravened section(s) _____ of the Council Code of Conduct for the Town of Daysland.

The particulars are as follows:

(Set out the statements of fact in consecutively numbered paragraphs in the space provided, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space, please use the attached Schedule "C" Form and check the appropriate box below. If you wish to include exhibits to support this complaint, please refer to the Exhibits as Exhibit "A", "B" etc., and attach them to this affidavit.)

Please see the attached Schedule "A"

This Affidavit is made for the purpose of requesting that this matter be reviewed by the Council and/or the Chief Administrative Officer of the Town of Daysland and for no other purpose.

SWORN BEFORE ME at the City/Town of _____)

in the Province of Alberta,)

this _____ day of _____, 20____)

) _____

Name

_____)

A Commissioner for Oath in and)

For the Province of Alberta

NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. The Criminal Code of Canada provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to make before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years. (Section 131, 132) or by summary conviction (Section 143). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C. 1985, c. C-46 and also to civil liability for defamation.

Schedule "D"

Code of Conduct

Statement of Acknowledgement

I, _____, acknowledge that I understand and support the standards of conduct outlined in the Town of Daysland Council Code of Conduct Bylaw.

Signed this _____ day of _____, 20____.

Signature of Councillor

Signature of Chief Administrative Officer

SCHEDULE "C"
to the Council and Committee Member Code of Conduct Complaint Protocol

Formal Complaint of the Council Code of Conduct

(If more than one page is required, please photocopy this blank page and mark each additional page as "2 of 2", "2 of 3", etc. in the top right hand corner.)

SWORN BEFORE ME at the Town of _____,)

in the Province of Alberta,)

this _____ day of _____, 20____,)

_____) _____

_____)

A Commissioner for Oath in and)

for the Province of Alberta)

Name