



BYLAW C-8626-2025

A bylaw of Rocky View County, in the Province of Alberta, to amend Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*.

WHEREAS pursuant to section 146.1(1) of the *Municipal Government Act*, Council has established a code of conduct governing the conduct of councillors;

AND WHEREAS the Code of Conduct was adopted as Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*;

AND WHEREAS section 191 of the *Municipal Government Act* allows Council to amend a previously adopted bylaw by bylaw;

AND WHEREAS Council deems it desirable to amend the *Council Code of Conduct Bylaw* to expand the informal complaint and dispute resolution process provisions;

NOW THEREFORE the Council of Rocky View County enacts as follows:

Title

1 This bylaw may be cited as *Bylaw C-8626-2025*.

Definitions

2 Words in this bylaw have the same meaning as set out in the *Municipal Government Act* except for the definitions provided in Schedule 'A' of this bylaw.

Effect

3 Bylaw C-8338-2022 is amended as follows:

(1) Section 50 is deleted in its entirety and replaced with the following:

50 A current Councillor who witnesses conduct by another Councillor that they reasonably believe, in good faith, contravenes any provision of this bylaw may pursue informal resolution under sections 51.1 through 51.11.

(2) New sections 51.1 through 51.11 are added after section 51 and before section 52 as follows:

Individual Steps to Resolution

51.1 A Councillor acting under section 50 may inform the other Councillor of the alleged contravention and request an apology and, if applicable, that the contravention cease immediately.



- 51.2 If the Councillor acting under section 50 is unable to discuss the matter directly with the other Councillor, or if after discussion the contravention continues or has not given rise to an apology and cessation of the contravention, the Councillor acting under section 50 may inform the Complaints Adjudicator of the allegation. The Complaints Adjudicator may then appoint an Advisor as the Complaints Adjudicator deems suitable.
- 51.3 The Advisor shall guide the Councillor acting under section 50 and discuss the alleged contravention with the other Councillor in an attempt to resolve the complaint.
- 51.4 If the Councillor acting under section 50 is not satisfied with the outcome after the Advisor has finished guiding the complainant under section 51.3, the Councillor acting under section 50 may proceed to Mutual Resolution by filing a written record of the allegation with the Complaints Adjudicator within 10 days of being informed by the Advisor of the outcome.
- 51.5 Nothing in this bylaw precludes the Councillor acting under section 50 from:
- (1) making reasonable efforts in good faith to address the complaint internally and informally without resorting to the mutual resolution or formal complaint investigation processes as set out in this bylaw; or
 - (2) taking measures that they are entitled to take under law, including but not limited to filing a human rights complaint, initiating a court proceeding, filing a criminal complaint, or other proceedings, as applicable.
- 51.6 Discussions regarding all matters under sections 51.1 through 51.11 are confidential, advisory, and informal in nature for all parties involved in the matter.
- (1) The only exception to the Complaints Adjudicator, or an Advisor appointed by the Complaints Adjudicator, maintaining confidentiality is if they deem there is a possible physical threat to any person involved in the matter.
 - (2) In the case of possible physical threats, the Complaints Adjudicator may take steps deemed appropriate to deal with the possible physical threat, including informing the Councillor acting under section 50 of the threat. In the case of an Advisor appointed by the Complaints Adjudicator, the Advisor must immediately inform the Complaints Adjudicator of the threat for their handling.



Mutual Resolution

- 51.7 If the Individual Steps to Resolution process under sections 51.1 through 51.6 is unsuccessful in resolving the matter, at the request of the Councillor acting under section 50, and with the consent of the other Councillor, the Complaints Adjudicator may engage a third party under section 51.8 to act as a Mediator to assist the individuals in resolving the matter through mediation. Nothing in section 51.8 prevents either Councillor from electing to proceed to the Formal Complaint Investigation Process.
- 51.8 The role of the Mediator is to help the Councillor acting under section 50 and the other Councillor come to an agreement or mutually acceptable resolution, and not to advocate a position or impose a decision. The Mediator will be selected by agreement of the Councillor acting under section 50 and the other Councillor, with the Complaints Adjudicator retaining the right to select a Mediator if they are unable to agree.
- 51.9 Both Councillors may be accompanied by a representative of their choice, including a lawyer. If the matter is resolved through Mutual Resolution, a written record of the resolution will be given to the two Councillors and the Complaints Adjudicator. If the Mediator has recommendations for the County to consider, the Mediator will forward these recommendations to the Complaints Adjudicator. The resolution and recommendations must be kept in confidence by the Complaints Adjudicator and the parties, unless the parties agree in writing to disclose the information.
- 51.10 If Mutual Resolution is not successful in resolving the complaint, the Councillor acting under section 50 may pursue other processes by confirming in writing their decision to the Complaints Adjudicator within ten working days of receiving the Mediator's report.

Other Processes

- 51.11 Failing Mutual Resolution, a contravention of this bylaw can be determined for the purposes of proceeding with a sanction under sections 79 and 80 by way of:
- (1) an admission by the respondent Councillor;
 - (2) an agreement with the respondent Councillor; or
 - (3) a formal complaint investigation process under sections 65 through 77.



(3) Schedule 'A' is amended by adding the following definitions and renumbering and reformatting accordingly:

- 2 **“Advisor”** means a person appointed by the Complaints Adjudicator to provide guidance to a Councillor acting under section 50 and facilitate informal resolution of a complaint.
- 18 **“Mediator”** means a neutral third party engaged by either mutual agreement of the Councillor acting under section 50 and the respondent Councillor, or by the Complaints Adjudicator to assist in reaching a mutually acceptable resolution to a complaint through mediation.
- 20 **“Mutual Resolution”** means an informal, confidential complaint resolution process in which both Councillors engage in good faith to resolve a complaint collaboratively, with or without the assistance of a Mediator.

Severability and Effective Date

- 4 Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.
- 5 Bylaw C-8626-2025 is passed and comes into full force and effect when it receives third reading and is signed in accordance with the *Municipal Government Act*.

READ A FIRST TIME this _____ day of _____, 2025

READ A SECOND TIME this _____ day of _____, 2025

UNANIMOUS PERMISSION FOR THIRD READING this _____ day of _____, 2025

READ A THIRD AND FINAL TIME this _____ day of _____, 2025

Reeve



Chief Administrative Officer

Date Bylaw Signed

Bylaw C-8626-2025

Schedule 'A' – Definitions

- (1) **“Council”** means the duly elected Councillors of Rocky View County;
- (2) **“Council Code of Conduct Bylaw”** means Rocky View County Bylaw C-8338-2022, being the *Council Code of Conduct Bylaw*, as amended or replaced from time to time;
- (3) **“Municipal Government Act”** means the *Municipal Government Act*, RSA 2000, c M-26, and associated regulations, as amended or replaced from time to time; and
- (4) **“Rocky View County”** means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.