

## Work and Engagement Plan

### Objective

Create a code of conduct bylaw for members of Council Committees who are not Councillors by engaging with stakeholders and examining practices from other Canadian municipalities. Where possible, the code will align with:

- Bylaw 19483, Council Code of Conduct
- City Policy C575C (Agencies, Boards, Committees and Commissions)
- The Employee Code of Conduct, the Fraud & Whistleblower Protection Directive, the Respectful Workplace Directive, and other related documents

### Stakeholders

The following have been identified as stakeholders:

- Members of Council
- Current members of Council Committees
- Administration who support Council Committees
- Edmontonians

### Deliverables

Deliverables for Council approval will include:

- A code of conduct
- A process by which members can proactively receive general and legal advice on adhering to the code
- A complaint process that defines who can report a possible breach of the code, the deadline to report a possible breach, who receives the report, and who investigates it
- A process for reporting substantiated breaches to City Council
- Possible sanctions that may be applied by City Council to members who are found to have breached the code of conduct.
- Budget estimate to implement the code

## Plan

Timeline	Activity
<p>April 2021</p> <p><b>Research and Analysis</b></p>	<p>Work with the Chairs of Council Committees to identify any existing agency-specific ethics-related documents.</p>
	<p>Review the following (and related documents) to identify any considerations or possible alignments with a code of conduct for members of Council Committees:</p> <ul style="list-style-type: none"> <li>● Council Code of Conduct</li> <li>● Employee Code of Conduct</li> <li>● Conflict of Interest Related to Members of Civic Agencies Administrative Directive</li> <li>● Any applicable legislation</li> <li>● The establishing Bylaw for each Council Committee</li> </ul>
	<p>Engage with comparable Canadian municipalities with codes of conduct for members of Council Committees to identify:</p> <ul style="list-style-type: none"> <li>● How they determined what to include in their code</li> <li>● How reporting and investigation of possible breaches are addressed</li> <li>● What sanctions are available for substantiated complaints</li> <li>● How they implemented their code (communication plans, training) and lessons learned</li> </ul>
<p>May and June 2021</p> <p><b>Stakeholder Engagement</b></p>	<p>Collect feedback from Council to identify what should be included in the code and concerns related to the code's implementation.</p>
	<p>Gather input from members of Council Committees on content for the code, drawing on actual events or situations they may have experienced while serving on Council Committees.</p>
	<p>Engage with members of Administration who support Council Committees on content for the code, drawing on actual events or situations they may have experienced in supporting Council Committees.</p>
	<p>Engage Edmontonians through the Insight Community.</p>

**Attachment #2**

July 2021	Develop a draft code of conduct bylaw and a communication plan for for the code’s implementation.
August 2021	Present a draft code of conduct to Executive Committee for input.
November 2021	Present the code of conduct bylaw to City Council for approval.
December 2021 and January 2022	Roll out the code of conduct in accordance with the communication plan.