



**KANANASKIS
IMPROVEMENT
DISTRICT**

Kananaskis Improvement District Code of Conduct Order

KID Order No. 01-2025



WHEREAS the Government of Alberta (GoA) requires each municipal council, pursuant to s. 146.1 of the *Municipal Government Act* (the Act), to establish a code of conduct governing the conduct of councillors;

AND WHEREAS interested parties, as defined by the Minister, are entitled to have a fair, ethical, and accountable local government, and to expect the highest standards of conduct from Kananaskis Improvement District (KID) Council members;

AND WHEREAS such a government requires that its public officials comply with both the letter and spirit of the laws and policies affecting operations of the government; be independent, impartial, and fair in their judgement and actions; use their public office for the public good and not for personal gain; and conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility;

THEREFORE KID Council enacts as follows:

1 TITLE

1.1 This KID Order may be referred to as the "Code of Conduct Order" or the "Order".

2 PURPOSE

- 2.1** As per Ministerial Order (MO) L:200/2017, KID is required to establish a KID Order (MO L:489/93) that governs the conduct of councillors and is applied to all councillors equally. The Code of Conduct Order supports KID's values of respect, excellence, accountability, action and collaboration. Council is accountable to the GoA and to Interested Parties as defined by the Minister. Council is also responsible for the assets entrusted to it.
- 2.2** Council commits itself to ethical, professional and lawful conduct, including proper use of authority.
- 2.3** Council must approach its obligations under the Code of Conduct Order in good faith. In doing so Council must take into account the context and commentary to the Code of Conduct Order published by KID Administration (Administration), as well as any decisions, opinions or interpretive guidelines issued by Administration.

3 APPLICATION

- 3.1** The Code of Conduct Order provides:
- a) standards for Council members in carrying out their roles and obligations; and
 - b) a complaint system.
- 3.2** The Code of Conduct Order applies to individual Council members, Council as a whole, and Council committees.



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4 DEFINITIONS

- 4.1** "Act" means the *Municipal Government Act*, R.S.A 2018, c.M-26.
- 4.2** "Administration" includes, but is not limited to KID's Chief Administrative Officer, advisors and administrators.
- 4.3** "Bullying" means a repeated pattern of negative behaviour aimed at a specific person or group.
- 4.4** "Council Chair" is the person voted by Council to preside over, and to provide leadership to Council.
- 4.5** "Chief Administrative Officer" or "CAO" is a person appointed as the Chief Administrative Officer within the meaning of the Act, and as modified by MO 08/11.
- 4.6** "Confidential information" means information that a Council member has a legal duty not to disclose. It also includes information that is not public, and the disclosure of which could reasonably harm the interests of individuals or organizations, including KID.
- 4.7** "Complainant" means an individual who submits a complaint in respect to a prohibited activity.
- 4.8** "Council" means KID Council.
- 4.9** "Council member" or "Council members" means all elected and appointed officials to Council.
- 4.10** "Councillor" means a member of Council, but does not include the CAO.
- 4.11** "GoA" means the Government of Alberta.
- 4.12** "Harassment" means unwelcome conduct based on race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or of any other person.
- 4.13** "In-camera" means that a Council meeting is closed to the public.
- 4.14** "In confidence" means information has been provided under circumstances that would create the reasonable expectation that the source the information will not be disclosed.
- 4.15** "Interested Parties" means individuals or organizations who have an interest in, or are affected by, the activities of Kananaskis Improvement District, and/or those individuals or organizations defined by the Minister.
- 4.16** "KID" means Kananaskis Improvement District.
- 4.17** "Minister" means the member of the Executive Council of Alberta to which Municipal Affairs has delegated certain powers, duties and functions to the latter, pursuant to the current amendment of Section 2 of Ministerial Order L:102/96.
- 4.18** "Ministry" means the Ministry to which Municipal Affairs has delegated certain powers, duties and functions to the latter, pursuant to the current amendment of Section 2 of Ministerial Order L:102/96.
- 4.19** "MO" means Ministerial Order.
- 4.20** "Order" means the KID Code of Conduct Order.



- 4.21** “Prohibited activity” means an action, event, or behavior by any Council member, public delegation, and/or member of Administration that contravenes the Code of Conduct Order, notwithstanding any other enforceable behaviors defined within the *Criminal Code of Canada*.
- 4.22** “Respondent” means the individual against whom a complaint is submitted.
- 4.23** “Vexatious allegation” means a complaint or accusation against another without reasonable or probable cause, often with the motive to harass or to annoy the respondent.
- 4.24** “Workplace Violence” means the threatened, attempted, or actual conduct of a person that causes or is likely to cause physical injury.

5 COMMUNICATING ON BEHALF OF KID

- 5.1** The Council Chair, as the official spokesperson for Council, is authorized to speak publicly and to issue written communications, expressing Council’s views and positions.
- 5.2** No other Council member shall speak publicly, or issue written communications on behalf of Council, unless authorized by an agreement with Council and the CAO.
- 5.3** No Council member will interact or communicate with members of the public during Council meetings, via email, text, social media applications, or other means of digital communication, on matters being considered at that meeting.
- 5.4** Council members wishing to speak publicly on behalf of KID must receive permission, and confirmation of key messages, from the Council Chair and CAO.
- 5.5** Council may use email to confirm agreement in authorizing Council members, other than the Council Chair, to speak publicly on behalf of KID.
- 5.6** Council members acknowledge that official information related to decisions and resolutions made by Council normally will be communicated to the public by Administration by means of the KID website, <http://kananaskisid.ca>.
- 5.7** All communication to the Minister regarding Council business, issues, or priorities must be channeled through the Council Chair and the CAO.

6 REPRESENTING KID

- 6.1** Council members shall:
- a) not engage in prohibited activity;
 - b) govern their conduct in accordance with the requirements and obligations set out in the Act and ministerial orders (MOs);
 - c) commit to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
 - d) not take action beyond the powers granted by the Act, as modified by MOs;
 - e) represent the best interests of KID;
 - f) participate when appointed as a Council member of committees or boards, and inform Council of the activities of that committee or board;

- g) disclose their affiliation or interest with an organization or person that may affect their decision making on matters before Council regarding said organization or person;
- h) take all points of view into account when making decisions;
- i) support decisions of Council in a positive holistic manner when interacting with the public and the media;
- j) engage in healthy debates and respect the expression of differences of opinion;
- k) preserve the integrity and impartiality of Council;
- l) direct comments or opinions regarding Administration to the CAO;
- m) avoid public comments regarding Administration and its performance; and
- n) think independently and refrain from forming allegiances or factions within Council.

7 RESPECTING THE DECISION-MAKING PROCESS

- 7.1** Council members shall base decisions on objective criteria, avoiding bias that favours one person or organization more than others.
- 7.2** Council members shall support the official policies and positions of Council.
- 7.3** Council members will uphold and respect Council's decisions:
 - a) irrespective of personal positions on an issue; and
 - b) in the event they were absent from a Council meeting in which a decision was made.
- 7.4** When presenting a personal opinion or position that varies from Council's position, a Council member shall explicitly state that the view expressed does not represent Council as a whole.
- 7.5** Council members shall make best efforts to attend Council meetings, arriving on time and staying until the meeting is recessed.
 - a) If a Council member is unable to attend a meeting, or expects to arrive late or have to leave early, they shall advise the CAO and the Council Chair as early as possible.
 - b) Council members who frequently arrive late, leave early, or are absent from meetings, may be subject to the sanctions contained within the Code of Conduct Order.

8 ADHERENCE TO POLICIES, PROCEDURES, AND ORDERS

- 8.1** Council members shall adhere to the KID Procedural Order, and failure to do so may be addressed under the Code of Conduct Order, as Council deems necessary.
- 8.2** Council members must respect and comply with all obligations imposed on Council by statute or other legal enactment, including but not limited to:
 - a) the Act;
 - b) the *Local Authorities Election Act (LAEA)*;
 - c) the *Freedom of Information and Protection of Privacy Act (FOIP)*;
 - d) MOs applicable to KID and Council; and
 - e) KID Orders.



9 CONFIDENTIAL INFORMATION

- 9.1** In addition to the statutory duties set out in the Act and FOIP, Council members shall:
- a) refrain from disclosing or releasing any confidential information acquired by virtue of their office, in oral, written or electronic form, to any member of the public or the media, except when required by law or authorized by Council to do so;
 - b) refrain from the use of confidential information for personal or private gain, or for the gain of relatives or any person or corporation; and
 - c) refrain from accessing or attempting to gain access to confidential information in the custody of KID unless it is necessary for the performance of their duties, and not prohibited by Council policy, order or prevailing legislation.
- 9.2** Particular care should be exercised in ensuring confidentiality of:
- a) information relating to the security of the property of the organization;
 - b) personal matters about an identifiable individual, including, but not limited to, Council members, Administration, GoA employees or the public;
 - c) a proposed or pending acquisition or disposition of land within KID;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation affecting KID, including matters before administrative tribunals;
 - f) financial, taxation, and budgetary matters associated with KID that have not been made public;
 - g) advice that is subject to solicitor-client privilege, including communication necessary for that purpose;
 - h) sources of complaints where the identity of the complainant is given in confidence, leading up to the Formal Issue Resolution Process (detailed in Appendix A);
 - i) information about suppliers, provided for evaluation, which is of a proprietary nature or might be useful to other suppliers;
 - j) any information in relation to a tender that has, or will be issued, but that has not been awarded; and
 - k) schedules of prices in contract tenders.

10 PECUNIARY AND CONFLICT OF INTEREST

- 10.1** Council members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, their family or a business that employs them or in which they have an interest.
- 10.2** Council members have a statutory duty to comply with the pecuniary interest provisions set out in the Act, and a corresponding duty to:
- a) disclose when they have a pecuniary interest on a specific matter;
 - b) abstain from discussing or voting on a matter in which they have a pecuniary interest; and
 - c) leave the room until the matter has been dealt with, and have the abstention recorded in the minutes.

- 10.3** A Council member is in conflict of interest in situations when they have a private or personal interest sufficient to:
- a) appear to influence the objective exercise of their official duties; or
 - b) otherwise undermine their impartiality.
- 10.4** If a Council member believes they have a conflict of interest, or a perceived conflict of interest, they should:
- a) disclose the general nature of the conflict of interest;
 - b) abstain from any discussion or voting on the matter;
 - c) leave the room until the matter has been dealt with, and have the abstention recorded in the minutes.
- 10.5** Council members should refer to the Act for more specific guidance on defining and managing Pecuniary Interest and Conflict of Interest.

11 USE OF INFLUENCE

- 11.1** Council members must only use the influence of their office for the exercise of their official duties.

12 USE OF KID ASSETS AND SERVICES

- 12.1** Council members, Administration, GoA employees and independent contractors are required to care for KID assets, which includes all property, equipment, software, information, and time. KID assets may only be used for KID purposes.

13 ORIENTATION AND OTHER TRAINING ATTENDANCE

- 13.1** All Council members must:
- a) complete Munis 101: The Essentials of Municipal Governance, or an equivalent course approved by the CAO, within the first 6 months, or as available;
 - b) sign the KID Code of Conduct, Ethics, and Procedure Commitment (detailed in Appendix B), within 1 month of being elected or appointed; and
 - c) familiarize themselves to KID-specific legislation, policies, orders and requirements.

14 RESPECTFUL CONDUCT

- 14.1** Council members must communicate respectfully, and without abuse, bullying or intimidation with members of the public, one another, Administration, and GoA employees.
- 14.2** Council members must debate in a manner that is respectful, considerate, and limited to the topic that is directly related to the motion under discussion.
- 14.3** Council members must notify the Council Chair and/or the CAO of all incidents of workplace violence, even if there was no physical injury.
- a) Examples of workplace violence include:
 - i. threatening behaviour such as shaking fists, destroying property or throwing objects;
 - ii. verbal and written threats or any expression of an intent to cause harm;
 - iii. online threats, bullying or harassment; and



- iv. physical attacks such as hitting, shoving, pushing or kicking.
- b) Any incident of workplace violence will be dealt with by the Formal Issue Resolution Process outlined in Appendix A: KID Resolution Procedure.

14.4 The Council Chair is responsible for maintaining decorum in meetings.

14.5 Council members must not make false or vexatious allegations against any other Council members, Administration, GoA employees, or members of the public.

- a) Any complaint or disclosure of alleged prohibited conduct or activity that is reported by a Council member, and is identified by the Council Chair or the CAO to be knowingly false or vexatious, will be reprimanded by Council, as it deems appropriate, through:
 - i. the sanctions listed in the Code of Conduct Order; and
 - ii. a formal apology from the complainant to the alleged offending Council member.

14.6 Notwithstanding 14.3 of the Code of Conduct Order, Council members who witness activity in breach of the Code of Conduct Order shall follow the Informal Issue Resolution Process (detailed in Appendix A). If the Informal Issue Resolution Process is unsuccessful, Council members can lodge a complaint using the Formal Issue Resolution Process (detailed in Appendix A).

15 COMPLAINT PROCESS

15.1 Complaints made in relation to the Code of Conduct Order may come from Council members, Administration, GoA employees, and members of the public.

- a) Members of the public may file a complaint through this process, when another process does not exist. Public complainants are also to follow the KID Procedural Order and KID Public Participation Policy.

15.2 All complainants shall follow the processes for resolution outlined in Appendix A. In the event that the complaint cannot be resolved via the Informal Issue Resolution Process, the complainant shall:

- a) Make a complaint in writing, dated and signed by the person making it;
- b) Include in the complaint all of the facts available at the time the complaint is made, including how the complainant became aware of the breach of this Order, the nature of the alleged breach of this Order, names of witnesses, and the date, time and location of the alleged breach of this Order; and
- c) Deliver or direct the complaint in writing and in a confidential manner as follows:
 - i. if the allegation of breach of this Order is against the Council Chair, it is to be delivered or directed to the CAO.
 - ii. If the allegation of breach of this Order is against the CAO, it is to be delivered or directed to the KID Council Chair.

15.3 In addition, for complaints related to discrimination or harassment:

- a) The Council member shall be allowed to participate in the resolution and/or mediation processes in accordance with this order and the *Occupational Health and Safety Act and Code* and *Alberta Human Rights Act*.
- b) If the KID Council Member does not participate in these processes, or if a complaint is not resolved through these processes, the complainant may lodge a complaint to the *Alberta Human Rights Commission*.
- c) Within thirty (30) days, the Chair, or CAO, as the case may be, shall deal with the allegation at a Council meeting as an in-camera item.

15.4 Any complaint, or disclosure of alleged prohibited conduct or activity by a Council member, which is reported by KID Administration or a GoA employee, but determined by the CAO to be knowingly false or vexatious, will be reprimanded through the GoA human resource policies and procedures. A formal apology from the complainant to the alleged offending KID Council Member may also be deemed appropriate by the CAO.

15.5 If the complainant is a Council member, and if they are not satisfied with the action(s) taken by the Council Chair and/or CAO, the complainant may request an in-camera session of Council to discuss the allegation. Council shall consider documented facts surrounding the conflict/issue, discuss the findings, and make recommendations in-camera. A formal motion, identifying the type of misconduct and sanction to be delivered, can be made once Council has recessed from in-camera.

15.6 Council Members shall not request anonymity, or that no action be taken, when making a complaint through the Formal Issue Resolution Process (detailed in Appendix A).

- a) Anonymity will not be granted when a formal complaint is filed as the respondent has the right to refute accusations with knowledge of the complainant.
- b) Confidentiality of the complainant and respondent will be maintained throughout the process until appropriate sanctions or decisions have been directed by the Council Chair and/or CAO.

16 SANCTIONS

16.1 If Council determines that a complaint reviewed under this Order is valid, Council may impose, by resolution, one or more of the following sanctions against the offending Council member:

- a) written apology from the offender;
- b) verbal reprimand to be provided by the Council Chair, or the CAO, if the Council Chair is the offender;
- c) written censure to be provided by the Council Chair, or the CAO, if the Council Chair is the offender;
- d) termination or suspension to a defined date of the Council member's appointment to one or more committees and/or boards;
- e) restriction of access to KID-owned buildings except for council or committee meetings;
- f) restriction of access to electronic devices provided by KID;



- g) request for an inquiry under Part 14 of the Act;
- h) initiation of legal action under Part 5 Division 8 of the Act and MO 53/96; and/or
- i) other measures as determined by the CAO and/or Council in order to restore the accountability of Council.

16.2 If a Council member is found to have breached the Code of Conduct disagrees with the decision of Council, they may submit a written appeal to the Minister. Further process may include an inquiry in accordance with s.572 of the Act.

16.3 Any costs or inconveniences, legal or otherwise, arising from a breach or sanction imposed are solely at the cost of the offender.

17 REVIEW

17.1 The Code of Conduct Order must be reviewed, at a minimum, at least once every four years starting from the date when the Code of Conduct Order was passed.

17.2 The Code of Conduct must be updated when relevant legislation and Orders are amended, and at any other time Council considers appropriate to ensure that the Order remains current and continues to reflect the standards of ethical conduct expected of Council members.

The KID Code of Conduct was established on July 10, 2018 through KID ORDER No. 01-2018.

The KID Code of Conduct was reviewed in March 2025.

READ a First Time this 1st day of April, 2025.

READ a Second time this 1st day of April, 2025.

READ a Third time this 1st day of April, 2025.

Melanie Gnyp
Chair, Kananaskis Improvement District Council

Brittany Derricott
Chief Administrative Officer, Kananaskis Improvement District

APPENDIX A: KID RESOLUTION PROCEDURE

Informal Issue Resolution Process

If possible, speak directly to the individual of concern. If you are uncomfortable having a direct conversation, then send them an email. Council Members are expected to do their best to work things out with each other before escalating a concern to the Council Chair or CAO.

If communicating directly with the individual does not resolve the issue, or if you are not comfortable in approaching the individual, Council members can speak to the Council Chair or CAO. Council members are encouraged to work with the Council Chair or CAO to develop a plan for how the situation can be addressed moving forward.

Council members may request that the Council Chair or CAO assist in coaching/mediating an informal resolution.

If the matter involves the Council Chair or CAO, Council members may also bring concerns to the Council Chair or CAO, as appropriate, or to the Alberta Parks Kananaskis Regional Director in an effort to find a solution prior to filing a formal complaint. For more information, please reference the Informal Issue Resolution Process flowchart.

Failing a successful informal resolution, Council members may consider pursuing the Formal Issue Resolution Process.



APPENDIX B: KID Code of Conduct, Ethics, and Procedure Commitment

Council Member (please print): Melanie Gnyp

Representing (please print): Lower Kananaskis Lake Cabin Subdivision

The demonstration of respect is the commitment and responsibility of every Council member. Inappropriate behaviour, including bullying and harassment, will not be tolerated. It is imperative that all Council members have read and understood, KID Code of Conduct Order, KID Order No. 01-2025.

- I acknowledge that I have read and understood the KID Code of Conduct Order, and I agree to abide with the outlined requirements.
- I understand that I and all delegates to Council have an ongoing responsibility to abide by the KID Code of Conduct.

Council Member: M Gnyp

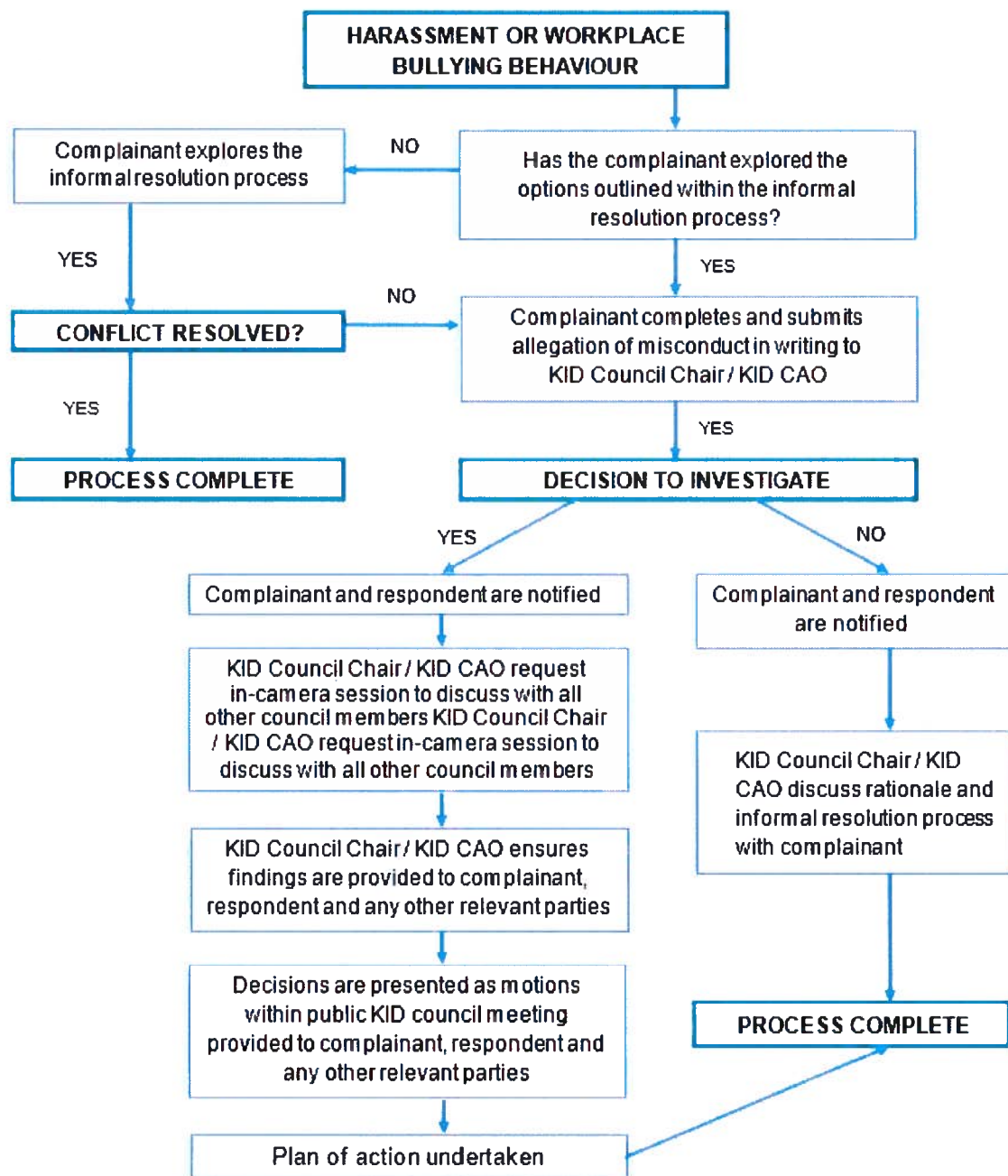
Chief Administrative Officer: Butler

Date (m/d/y): 1 April 2025

THIS DOCUMENT IS TO BE SIGNED AND RETAINED ON THE COUNCIL MEMBER'S OFFICIAL FILE

Formal Issue Resolution Process

Complainants may consult with the KID Council Chair and/or KID CAO at any time during the informal resolution process. All participants should demonstrate respectful engagement throughout the informal resolution process.



Complainant - An individual who submits a Complaint of harassment or bullying

Respondent - The individual against whom a Complaint is submitted.

Formal Issue Resolution Process

Complaints will be accepted by the Council Chair and the CAO at any time. The earlier a complaint is submitted, the sooner disrespectful behaviour can be addressed. It also helps to support an effective investigation and to deal with disrespectful behaviour in a timely manner.

A formal complaint can be filed in accordance with the Formal Issue Resolution Process flowchart.

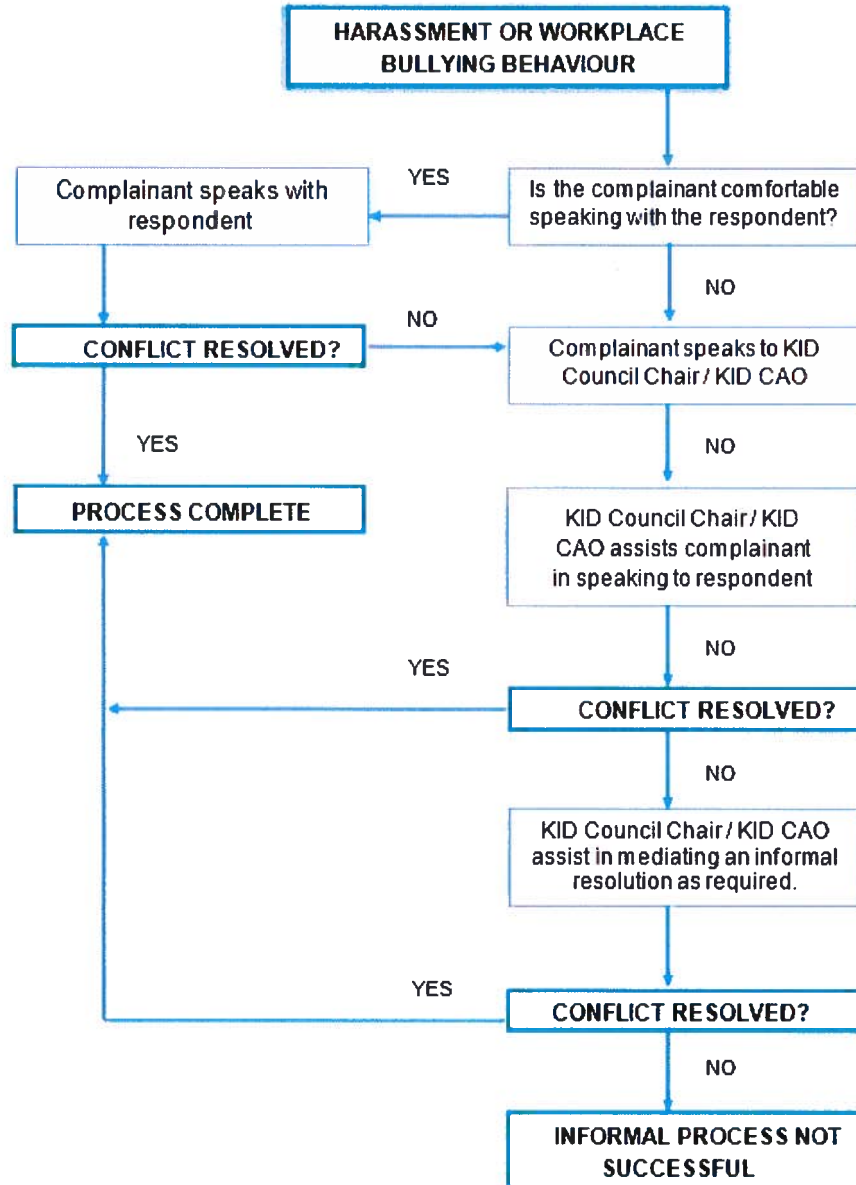
After an initial review of the complaint, it may proceed to an investigation through the Formal Issue Resolution Process, during which all individuals with relevant information to share will be interviewed.

Once the investigation is completed and the findings are reviewed by the appropriate party as determined by the department, a decision will be made regarding appropriate action.



Informal Issue Resolution Process

Complainants may consult with the KID Council Chair and/or KID CAO at any time during the informal resolution process. . All participants should demonstrate respectful engagement throughout the informal resolution process.



Please see formal resolution process for additional options.

Complainant - An individual who submits a Complaint of harassment or bullying
Respondent - The individual against whom a Complaint is submitted.