



**THE CORPORATION OF THE VILLAGE OF FRASER LAKE
BYLAW 850**

A BYLAW TO REGULATE THE CONDUCT OF COUNCIL AND COMMITTEE MEMBERS IN THE EXERCISE OF THEIR DUTIES TO THE VILLAGE OF FRASER LAKE

WHEREAS local elected representatives and committee appointees recognize that responsible conduct is essential to providing good governance for the Village of Fraser Lake;

AND WHEREAS local elected representatives and committee appointees further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect and leadership and collaboration;

THEREFORE BE IT RESOLVED that the Council of the Village of Fraser Lake in an open meeting assembled enacts as follows:

PART 1 – TITLE, DEFINITIONS, AND APPLICATION

1.1 TITLE

This bylaw may be cited as the “Code of Conduct Bylaw”

1.2 DEFINITIONS

In this bylaw:

Acting Mayor	The member appointed pursuant to section 2.5 of Bylaw 784 Council Procedures
Committee Member	A Member appointed by council to a committee, sub-committee, task force, commission, board, or other Council-established body pursuant to Section 5(4) of the <i>Community Charter</i> or the Local Government Act
Complaint	A formal allegation in accordance with the <i>Complaint Procedure</i> as set out in Section 5.3(b) of this bylaw that a local elected representative or committee appointee has breached this bylaw.
Complaint Officer	The staff person assigned to handle the complaint
Complainant	A person who has submitted a complaint in accordance with this bylaw
Confidential Information	Information or records held in confidence by the Village of Fraser Lake, including information or records to which sections 90 & 117 of the <i>Community Charter</i> apply and information or records prohibited from disclosure under the provisions of the Freedom of Information and Protection of Privacy Act
Conflict of Interest	Refers to conflicts of interest as outlined in section 100 of the Community Charter
Investigator	A person or people external to the Village of Fraser Lake retained for the purposes of conducting an investigation as described in this bylaw
Member	A local elected representative for the Village of Fraser Lake or someone appointed to a committee by the elected council of the Village of Fraser Lake
Respondent	A Member whose conduct is the subject of a Complaint

1.3 APPLICATION

- (a) This bylaw applies to Members.
- (b) In the event of a conflict between this bylaw and another bylaw of the Village of Fraser Lake, this bylaw prevails.
- (c) This bylaw does not apply to a Member's conduct in their personal life, except to the extent that such conduct reasonably undermines confidence in Village governance.
- (d) This bylaw does not apply to staff.
- (e) This bylaw does not apply to conduct that may subject a Member to disqualification under the *Community Charter* Sections [101-108.1](#), [120\(1.1\)](#), and [125\(5\)](#)
- (f) Nothing in this bylaw is intended to preclude Members and potential Complainants from resolving matters that may be subject to this bylaw prior to the filing of a complaint.
- (g) Within 30 days of adoption and any amendments to this Bylaw, and within 90 days of being sworn in, all Council Members must sign Appendix A, stating that they have read and agreed to these terms and conditions.
- (h) Within 30 days of an appointment to a Committee, any Member who is not a Council Member must sign Appendix A, stating that they have read and agreed to these terms and conditions.

PART 2 – PRINCIPLES AND STANDARDS

2.1 FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

- (a) Integrity; Members must be honest and demonstrate strong ethical principles.
- (b) Respect; Members must have due regard for other's perspectives, wishes and rights and display deference to the offices of local government and the role of local government in community decision making.
- (c) Accountability; Members have an obligation and willingness to accept responsibility or to account for one's actions.
- (d) Leadership and Collaboration; Members have an ability to lead, listen to and positively influence others and come together to create or meet common goals through collective efforts.

2.2 STANDARDS OF CONDUCT

- (a) Integrity is demonstrated by the following conduct:
 - i. Members will be truthful, honest, and open in all dealings, including those with other Members, staff and the public.
 - ii. Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the council.
 - iii. Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
 - iv. Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.

v. Members will behave in a manner that promotes public confidence in all their dealings.

(b) Respect is demonstrated through the following conduct:

- i. Members will treat every person with dignity, understanding and respect.
- ii. Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- iii. Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- iv. Members will not engage in behavior that is indecent, insulting, or abusive. This behavior includes bullying, unwanted physical contact, or other aggressive actions that are harmful or threatening.
- v. Members will not engage in discriminatory behaviour of any kind, based on the [Canadian Human Rights Act Prohibited Grounds of Discrimination](#).

(c) Accountability is demonstrated through the following conduct:

- i. Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
- ii. Members will listen to and consider the opinions of the community in all decision-making and, where appropriate, allow for appropriate opportunities for discourse and feedback.
- iii. Members will, where possible, carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reason for taking certain actions.
- iv. Members will act in the current and future best interests of the community.

(d) Leadership and collaboration are demonstrated through the following conduct:

- i. Members will behave in a manner that builds public trust and confidence in the local government.
- ii. Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all Members will recognize and honour the democratic majority.
- iii. Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Members and staff to provide their perspectives on relevant issues.
- iv. As leaders of their communities, Members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- v. Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Members, staff and the public.
- vi. Members will recognize the importance of the role of the chair of meetings and treat that person with due respect at all times.

PART 3 – CONDUCT OF MEMBERS

3.1 A MEMBER SHALL NOT:

- (a) contravene this Bylaw, as amended or replaced from time to time;
- (b) contravene any other Village bylaw or policy, as amended or replaced;
- (c) contravene a law of British Columbia or Canada
- (d) defame staff or volunteers
- (e) breach their oath sworn upon taking office as a Council Member or breach their contract as a committee appointee
- (f) abuse their office

3.2 INTERACTIONS WITH STAFF, VOLUNTEERS, AND OTHER MEMBERS

- (a) A Member must direct inquiries regarding departmental issues or questions to the Chief Administrative Officer (CAO) and must refrain from contacting staff directly on Village business unless the communication is minor and for the purpose of seeking administrative clarity.
- (b) A Member must not interfere with, hinder or obstruct staff, volunteers or other Members in the exercise of the performance of their roles, responsibilities, powers, duties, or functions, nor shall the ability of Municipal Officers and staff to implement Council policy decisions in accordance with [Section 153](#) of the *Community Charter*.
- (c) A Member must not require staff to undertake personal or private work on behalf of a Member
- (d) A Member must not compel staff to engage in political activities or subject them to reprisal of any kind for refusing to engage in such activities.
- (e) A Member must not publish statements attacking other members, staff, or volunteers.
- (f) A Member must not request, induce, encourage, or aid staff to do something which, if done by the Member, would be a breach of this code of conduct.

PART 4 – COMMUNICATIONS, CONFIDENTIALITY, AND CONFLICTS OF INTEREST

4.1 PUBLIC COMMUNICATIONS

- (a) A Member must not communicate on behalf of the Village unless authorized to do so by Council resolution or by virtue of a position or role the Member has been authorized to undertake by Council.
 - i. This does not preclude Members from public communications when a State of Emergency has been declared, as per Section 5 of [Bylaw 779 Emergency Program Bylaw](#)
- (b) A Member must be clear that any statement or communication made is the Member's own view and not that of the Village unless the statement or communication is authorized pursuant to subsection (a).
- (c) Without limiting the ability of the Member to hold a position on an issue and respectfully express an opinion, a Member must ensure that:
 - i. Their communications relating to Village business are accurate and fair, and not issue any communication that the Member knows or ought to have known to be false, and;

- ii. All communications by and on behalf of a Member are respectful and do not discriminate against, harass, or defame any other Member, staff, or volunteer.
- (d) A Member must not issue instructions to any of the Village's contractors, tenderers, consultants, or other service providers unless authorized to do so by a Council motion.
- (e) The provisions of this bylaw apply to the use of a Member's personal and official social media accounts as well as any accounts for which they have moderation control
 - i. Members must immediately take measures to remove publications or postings by others that violate the provisions of this bylaw, where they have the ability to do so.

4.2 CONFIDENTIALITY

- (a) A Member must:
 - i. Comply with the [*Freedom of Information and Protection of Personal Privacy Act*](#).
 - ii. Comply with any privacy and information protection guidelines in force as established by the Village.
 - iii. Comply with [*section 117*](#) of the *Community Charter*.
 - iv. Make all reasonable efforts to protect confidential information from disclosure to unauthorized sources.
 - v. Only access confidential information in the course of their duties as members.
- (b) A Member must not:
 - i. Disclose or release any confidential information acquired by virtue of their office, except as required by Provincial or Federal law.
 - ii. Take advantage or obtain private benefit from confidential information acquired by virtue of their office.
 - iii. Access confidential information held by the Village for personal purposes.
 - iv. Alter any village records unless expressly authorized to do so by Council.

4.3 CONFLICTS OF INTEREST

- (a) A Member shall not participate in a discussion of a matter or vote on a question in respect of that matter of which the Member has a conflict of interest, pursuant to section 100 of the [*Community Charter*](#).
- (b) If the Member believes they have a conflict of interest in respect to a matter before a council or committee meeting, the Member shall:
 - i. Notify the Mayor, Acting Mayor, or Chair of the meeting, as the case may be, that they believe they have a conflict of interest, prior to the matter being considered, and the Member shall restate the conflict of interest each time the matter arises before a council or committee.
 - ii. Refrain from discussing the matter with any other Member, staff, or volunteer, publicly or privately, until the matter is decided.
- (c) A Member must not attempt to influence a decision by the Council, a committee, or staff if the Member has a conflict of interest in the matter.

- (d) A Member must not use their office to provide or receive preferential treatment to any person or organization except as warranted by the ordinary and lawful discharge of their duties.
- (e) A Member must not use or permit the use of Village facilities, equipment, supplies, services, or other resources for any activities related to an election for themselves or another person with whom their relationship would deem the action a conflict of interest.

PART 5 – COMPLAINT AND RESOLUTION PROCEDURES

5.1 COMPLAINT OFFICER

- (a) The CAO shall act as the Complaint Officer, except in the case where the CAO is the complainant or party to a complaint, in which case the Deputy Corporate Officer (DCO) will act as the Complaint Officer.

5.2 CONFIDENTIAL REQUESTS

- (a) If a Member, staff person, or volunteer believes that they have been subject to conduct by a Member that is in breach of this bylaw, that person may approach the Complaint Officer on a confidential basis without the need to file a written complaint to request that the Complaint Officer inform the Member of the alleged breach. Upon receipt of the confidential request, the Complaint Officer may attempt to address the conduct with the Member.
- (b) The Complaint Officer must protect the confidentiality of the complainant making a request under 5.2(a) unless the complainant consents in writing to disclosure.

5.3 COMPLAINT PROCEDURE

- (a) A Member, staff person, or volunteer may submit a complaint to the Complaint Officer. Upon receipt of the complaint, the Complaint Officer shall retain an Investigator.
- (b) A complaint must be in writing and describe in sufficient detail:
 - i. the name of the Complainant;
 - ii. the name of the Respondent;
 - iii. the conduct that the Complainant alleges to have been breached;
 - iv. the date of the alleged conduct;
 - v. the parts of this bylaw that the complainant alleges have been breached, and;
 - vi. the basis for the Complainant's knowledge about the conduct.
- (c) A Complainant may specify in the complaint if they are willing to participate in an informal resolution process.
- (d) The Complaint Officer may accept a complaint notwithstanding that the form of the complaint does not comply with all the requirements set out in 5.3(b) if the circumstances warrant.
- (e) The Complaint Officer must not accept multiple complaints concerning the same matter. In the event that the Complaint Officer receives multiple complaints concerning the same matter, the Complaint Officer must proceed with the first complaint accepted, but may expand the complaint and/or add Complainants for the purpose of the investigation and preparing the investigation report.

- (f) The Complaint Officer must reject a complaint received more than 90 days after the Complainant knew, or reasonably ought to have known, of the alleged breach of this Bylaw. The Complaint Officer is authorized to extend this 90-day deadline up to an additional 90 days if circumstances warrant an extension.
- (g) The Complaint Officer must reject a complaint received regarding a Council member seeking re-election in the period from the first day of the nomination period to the day after general voting day.
- (h) In the period 90 days prior to general voting day until the day after general voting day:
 - i. The Investigator will suspend any investigation underway
 - ii. The Investigator will not release any investigation reports

5.4 DISMISSAL OR SUSPENSION OF COMPLAINT

- (a) On receipt of a Complaint, the Complaint Officer must conduct a preliminary screening of the complaint and if at that time, the Complaint Officer is of the opinion that:
 - i. The complaint was received more than 90 days after the last alleged breach of this Bylaw occurred and no extension is being considered;
 - ii. The complaint is not with respect to a breach of this Bylaw;
 - iii. The complaint would be more appropriately addressed through another process, or;
 - iv. The complaint is received in the period between the first day of the nomination period and the first day after general voting day

then the Complaint Officer must notify the Complainant in writing that the complaint, or part of the complaint, is being rejected, set out the reasons for the rejection, set out any additional referrals the Complaint Officer considers appropriate, and close the complaint or part of the complaint.

- (b) The Complaint Officer must submit all complaints that are not rejected to the Investigator.

5.5 PRELIMINARY ASSESSMENT

- (a) On receipt of a Complaint, the Investigator must conduct a preliminary assessment and if at that time, or any time thereafter, the Investigator is of the opinion that:
 - i. The Complaint is not with respect to a breach of this Bylaw;
 - ii. The Complaint is frivolous, vexatious, or not made in good faith;
 - iii. The Complainant wishes to withdraw the Complaint, and it would be appropriate in the circumstances to allow the withdrawal; or
 - iv. There are no grounds or insufficient grounds to conclude that a violation of this Bylaw has occurred,

the Investigator must notify the Complainant and the Respondent in writing that the Investigator is closing the complaint, set out the reasons therefore, and close the complaint.

- (b) The Investigator may request further information from the Complainant before determining whether or not there are sufficient grounds for believing that a breach of this Bylaw may have occurred.

5.6 CONFIDENTIALITY OF THE INVESTIGATION

- (a) The Investigator must make all reasonable efforts to investigate complaints in confidence.
- (b) The Investigator and every person acting under the Investigator's instructions must preserve confidentiality with respect to all matters that come into the Investigator's knowledge in the course of any Investigation except as required by law.
- (c) An investigation report must only disclose such matters that are necessary for the purposes of the investigation and report.

5.7 FORMAL RESOLUTION

- (a) If a complaint is not rejected, closed, or resolved by the Complaint Officer, the Investigator must proceed with a formal investigation.
- (b) The Investigator must deliver the Complaint to the Respondent with a request that the Respondent provide a written response to the Complaint together with any submissions the Respondent chooses to make within 10 days, subject to the Investigator's discretion to extend the timeline.
- (c) The Investigator may deliver the Complainant with the Respondent's written response together with any submissions, on a strictly confidential basis, and request a reply in writing within 10 days, subject to the Investigator's discretion to extend the timeline.
- (d) The Investigator may:
 - i. Speak to anyone relevant to the complaint;
 - ii. Request disclosure of documents or media relevant to the complaint, and;
 - iii. Access any record in the possession or control of the Village except a record that is subject to solicitor-client privilege.
- (e) The Investigator must ensure that the formal investigation complies with the rules of procedural fairness and natural justice required in the circumstances.
- (f) Notwithstanding subsection (a) above, nothing prohibits the Investigator from summarily dismissing a Complaint where it becomes apparent, after some investigation, that the Complaint has no chance of success.
 - i. If the Investigator summarily dismisses a Complaint in the Formal Resolution stage, the Investigator shall report to the Complainant and Respondent in the manner similar to that as set out in 5.5(a).
- (g) The Investigator may recommend a redaction of all identifying information of the Complainant to prevent undue harm to their mental health, reputation, employment, or personal relationships to Council prior to the release of the report pursuant to sections 5.9(c)iii and 5.9(d)vi.

5.8 REPRISAL AND OBSTRUCTION

- (a) No Member, staff, or volunteer will threaten, interfere with, or otherwise obstruct the Investigator carrying out the duties and responsibilities under this bylaw.
- (b) No Member, staff, or volunteer will threaten or undertake any reprisal against a Complainant or person who provides information to the Investigator in the context of the investigation.

- (c) No Member, staff, or volunteer will tamper with or destroy documents or electronic records related to any matter under investigation under this Bylaw.
- (d) Members, staff, and volunteers will respond to all questions and requests from the Investigator to the best of their ability.
- (e) Any individual covered by this Bylaw who is found to have engaged in any reprisal, retaliation, tampering, or refusal to fulfill the Investigator's requests to the best of their ability as per section 5.7(d) will be subject to appropriate disciplinary action including the sanctions and remedies described in this bylaw, and in the case of staff, termination of employment for just cause.

5.9 ADJUDICATION AND REPORTING

- (a) The Investigator must deliver a report to Council within 90 days of making the determination to proceed with the formal investigation, unless the Investigator determines that doing so is not practicable, in which case the Investigator must notify the Complainant and Respondent of the delay in writing and provide a revised decision date. The revised decision date may be extended by periods of up to 30 days on provision of written notice.
- (b) A notification issued pursuant to sections 5.4(a), 5.5(a), or 5.7(f)i. is confidential and must not be disclosed except in the following circumstances:
 - i. To Council for the purpose of considering a resolution for non-reimbursement of legal expenses pursuant to section 5.13(a); and
 - ii. The Respondent may disclose the fact that the Complaint has been closed.
- (c) If after reviewing all material information the Investigator determines that the Respondent did not violate this Bylaw, then:
 - i. The Investigator must prepare a written investigation report providing reasons for their determination that the Member did not breach this Bylaw;
 - ii. The Investigator must deliver a copy of the report to the Complainant, Respondent, and Council; and
 - iii. Council must make the investigation report or a summary of the report publicly available on the next available Council agenda after the delivery of the report.
 - i. If the Complainant is a minor, all identifying information will be redacted in accordance with the [Freedom of Information and Protection of Privacy Act](#) and [Child, Family, and Community Services Act](#).
 - ii. The Complainant may confidentially request redaction of all identifying information in the report in writing to the Complaint Officer to prevent undue harm to their mental health, reputation, employment, or personal relationships. This request will be granted at the Complaint Officer's discretion.
- (d) If after reviewing all material information the Investigator determines that the Respondent did violate this Bylaw, then:
 - i. The Investigator must prepare a written investigation report providing reasons for their determination that the Member breached this bylaw;
 - ii. The report must make recommendations as to the appropriate sanction for the breach pursuant to sections 5.11, 5.12, and 5.13;

- iii. If the Investigator determines that the Member took all reasonable steps to prevent the breach, that the breach was trivial or inadvertent, or due to an error in judgement made in good faith, the Investigator will so state in the report and recommend that no sanction be imposed;
 - iv. The Investigator must deliver a copy of the report to the Complainant, Respondent, and Council.
 - v. Council must consider the report and impose sanctions, if any, at the following Council meeting, unless the report is delivered within 48 hours prior to a Council meeting, in which case Council will consider the report and impose sanctions at the subsequent Council Meeting.
 - vi. Following a decision by Council on sanctions or reprisals, Council must make the report or a summary of the report publicly available on the next available Council agenda after the decision.
 - i. If the Complainant is a minor, all identifying information will be redacted in accordance with the [*Freedom of Information and Protection of Privacy Act*](#) and [*Child, Family, and Community Services Act*](#).
 - ii. The Complainant may confidentially request redaction of all identifying information in the report in writing to the Complaint Officer to prevent undue harm to their mental health, reputation, employment, or personal relationships. This request will be granted at the Complaint Officer's discretion.
- (e) In all circumstances, the Investigator will distribute the report directly to the Complainant and Respondent, and through the Complaint Officer to Council.

5.10 FINAL DETERMINATION BY COUNCIL

- (a) Council must, at the next Council meeting following delivery of the report, or the subsequent meeting pursuant to section 5.7(d)(v), decide on the appropriate measures, if any, that are warranted by the breach of this bylaw, and will take such actions as Council considers appropriate in the circumstances.
- (b) Consideration of the report and a decision on subsequent actions will take place in a public meeting, except for;
 - i. A report with redactions as outlined in section 5.9(d)(vi), in which case the meeting will take place in-camera
 - ii. If Council has sought legal advice, the legal advice may be delivered and discussed in-camera, pursuant to section 90 of the [*Community Charter*](#). The meeting must return to a public meeting following the discussion on legal advice before a decision can be made.
- (c) Prior to Council making any decision regarding the findings and recommendations set out in the report, the Respondent must be provided with an opportunity either in-person or in writing to comment on the decision and any recommended censure, sanctions, or corrective actions.

5.11 REMEDIES

- (a) Sanctions that may be imposed for a violation of this Bylaw include the following:
- i. A letter of reprimand from Council and addressed to the Member;
 - ii. A request from Council that the Member issue a formal apology;
 - iii. the publication of the letters contemplated in sections (i) and (ii), along with the Member's response, if any;
 - iv. Directions to the CAO regarding the provision of documents and information, including documents and information containing confidential information, to the Member;
 - v. A recommendation that the Member attend specific training or counselling;
 - vi. Limitations on access to certain Village facilities;
 - vii. Suspension or removal of the Member from some or all Committees and bodies to which the Member was appointed;
 - viii. Prohibition from representing the Village at events;
 - ix. Limiting all reimbursements under *[Bylaw 841 Council Compensation and Allowance, Travel Expenses](#)* for a determined period of time;
 - x. Suspension or removal of the appointment of a Council Member as the Acting Mayor;
 - xi. Public censure of a Member;
 - xii. any other sanction recommended by the Investigator, so long as that sanction is within the authority of Council.
- (b) The Investigator may recommend that Council consider commencing an application for disqualification under [section 111](#) or for damages under [section 117](#) of the *Community Charter*, as applicable.

5.12 REMUNERATION

- (a) Where the Investigator finds that a Council Member:
- i. Breached this bylaw; or
 - ii. Submitted a complaint that was frivolous, vexatious, or made in bad faith
- The Investigator may recommend that Council reduce the remuneration to the Member pursuant to *[Bylaw 841 Council Compensation and Allowance](#)* between 10% and 25% per annum, based upon the severity and number of breaches of this Bylaw.
- (b) Notwithstanding subsection (a)(i), the remuneration of a Council Member shall not be reduced if the Investigator makes a finding pursuant to section 5.8(d)(iii).

5.13 COSTS

- (a) The Investigator may recommend that the Respondent be personally liable for any legal fees they have incurred in breaching this Bylaw.

- (b) The Investigator may recommend that the Respondent be personally liable for legal fees incurred by the Complainant.
- (c) The Investigator may recommend that Council seek indemnity or reimbursement, pursuant to section 3.0 of *Bylaw 756, A BYLAW TO INDEMNIFY MEMBER OF COUNCIL, OFFICERS, AND EMPLOYEES AGAINST DAMAGES AND THE COSTS OF LEGAL PROCEEDINGS*

6.0 ENACTMENT

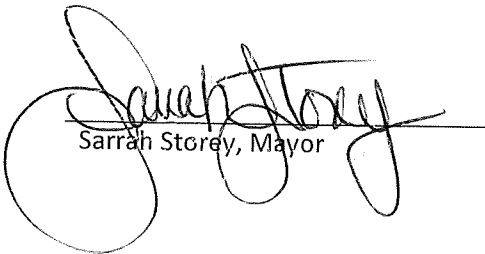
- (a) This bylaw comes into force and effect on adoption.

That Bylaw 756, A BYLAW TO INDEMNIFY MEMBER OF COUNCIL, OFFICERS, AND EMPLOYEES AGAINST DAMAGES AND THE COSTS OF LEGAL PROCEEDINGS be amended as follows:


Section 2.2 is amended by adding the following subsection:

2.3 (d) Pursuant to section 5.12(a), *Code of Conduct*, Council has decided not to reimburse legal fees as reprisal for the breach.

READ A FIRST TIME THIS	<u>August 28</u>	DAY OF 2024
READ A SECOND TIME THIS	<u>August 28</u>	DAY OF 2024
READ A THIRD TIME THIS	<u>August 28</u>	DAY OF 2024
ADOPTED THIS	<u>September 11</u>	DAY OF 2024



Sarah Storey, Mayor



Ethan Fredeen, Corporate Officer



APPENDIX A

Declaration of Acceptance of Code of Conduct

I, _____, have read and understood the Village of Fraser Lake's *Code of Conduct*, and acknowledge that I am bound by its terms and conditions.

TITLE

SIGNATURE

DATE