



## The Process and What to Expect

1. You will receive a written confirmation from the City Clerk.
2. The City Clerk will provide a copy of the statement to the Councillor, who is the subject of the complaint. The City Clerk will also inform all City Councillors that a complaint has been filed against a Councillor.
3. The complaint will be delivered to the Mayor (or Deputy Mayor, when appropriate) for initial assessment.
  - a. If the complaint is determined to be frivolous and/or vexatious, you will be notified that the case is considered closed and no investigation will be held.
  - b. If it is deemed to be outside the scope of the Code, and not within the authority of the Mayor or it falls under another jurisdiction or legislation, you will be provided in writing the reasons for the decision not to proceed with an investigation and close the file.
  - c. If it appears to be a complaint made in good faith, and the Mayor or Deputy Mayor or Council decides that the complaint should be investigated, the City Clerk on behalf of Council will procure the services of an external Investigator to conduct an investigation.
4. The investigation should be completed within 90 days or less.
5. During the investigation, the external investigator may explore if the complaint can be resolved between the parties without making any recommendations for sanctions.
6. After the investigation is complete, a final investigative report will be provided to City Council. This final investigative report will identify the complainant and the Member of Council involved and will contain recommendations for the next steps.
7. Council will deliberate whether a breach has occurred based on the information provided in the investigative report. They will also decide if and what sanctions are appropriate.
8. Sanctions may include but are not limited to, the following:
  - a) A letter of reprimand addressed to the Council member;
  - b) A sincere verbal or written apology by the Councillor to the impacted person(s).
  - c) Suspension or removal of the Councillor from a committee of Council and bodies to which Council has a right to appoint members
  - d) Removal of the Councillor as Chair or Vice Chair of a committee of Council
  - e) Require the Councillor attend training or counselling
  - f) Reduction or suspension of remuneration paid to the Councillor for a period of up to ninety days
  - g) Restrictions on contact with Employees
  - h) Restrictions on travel and representation of behalf of Council
  - i) Restrictions on access to local government facilities, property, equipment, supplies or services
  - j) Restriction on how documents are provided to the Councillor
  - k) Require the return of local government property or the reimbursement of its value, and
  - l) the offences and penalties provided under the Act with respect to violations of the disclosure of conflict of interest provisions of the Act.

<b>City of Fredericton</b>	<b>Ville de Fredericton</b>
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