

**City of Charlottetown, PEI**  
**A Bylaw to Amend the City of Charlottetown Council Code of Conduct Bylaw**  
**Bylaw # 2018-15-B**

**BE IT ENACTED** by the Council of the City of Charlottetown as follows:

**PART I – INTERPRETATION AND APPLICATION**

**1. Title**

- 1.1. This bylaw shall be known and cited as the “Council Code of Conduct Bylaw Amendment Bylaw.”

**2. Purpose**

- 2.1. The purpose of this bylaw is to amend the City of Charlottetown’s Council Code of Conduct bylaw to add new section relating to the use of City email accounts.

**3. Authority**

- 3.1. Pursuant to Section 107 of the Municipal Government Act R.S.P.E.I. 1988, Cap M-12.1, Council must establish a Code of Conduct bylaw to govern the conduct Members of Council.

**4. Definitions**

- 4.1. In this bylaw, any word and term that is defined in the *Municipal Government Act*, or the City of Charlottetown Council Code of Conduct Bylaw has the same meaning as in that Act, regulations or bylaw.

**5. Part III – Conduct of Council - Use of Municipal Property, Equipment and Services - of the City of Charlottetown Council Code of Conduct Bylaw is hereby amended by the following:**

- 5.1. Within Section 13, add new subsection 13.6

13.6 Use of City Email Accounts

- a) All emails that are used to conduct or support official City of Charlottetown Council business must be sent using a “@charlottetown.ca” address.
- b) Non-work email accounts must not be used to conduct or support official City of Charlottetown Council business.
- c) Members of Council must ensure that any emails containing sensitive information must be sent from an official Council email.
- d) Under no circumstances should users communicate material (either internally or externally), which is defamatory, obscene, or does not comply with the Council Code of Conduct Bylaw.
- e) Automatic forwarding between personal & City email accounts will be prohibited to prevent restricted, protected and/or confidential material from being forwarded inappropriately.

**Approval and Adoption**

**6. Effective Date**

6.1. This Council Code of Conduct Bylaw Amendment Bylaw, # 2018-15-B, shall be effective on the date of approval and adoption below.

**First Reading:**

This Council Code of Conduct Bylaw Amendment Bylaw, # 2018-15-B, was read a first time and approved by a majority of members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**Second Reading:**

This Council Code of Conduct Bylaw Amendment Bylaw, # 2018-15-B, was read a second time and approved by a majority of members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**Approval and Adoption by Council:**

This Council Code of Conduct Bylaw Amendment Bylaw, # 2018-15-B, was adopted by a majority of Council members present at the Council meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

**Witness the corporate seal of the City of Charlottetown**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**Chief Administrative Officer**

This Council Code of Conduct Bylaw Amendment Bylaw, # 2018-15-B adopted by the Council of the City of Charlottetown on \_\_\_\_ day of \_\_\_\_\_, 2019 is certified to be a true copy.

\_\_\_\_\_  
**Chief Administrative Officer**

\_\_\_\_\_  
**Date**