



May 10, 2023

Amber Harris  
P.O. Box 829  
Gibbons, AB T0A 1N0

**Attention: Councillor Amber Harris**

Dear Councillor Harris,

**Re: Letter of Reprimand – Breach of Council Code of Conduct Bylaw**

Further to the resolutions of Council passed on April 12, 2023, and May 10, 2023, I am writing to express Council's grave concerns about your recent behaviour.

Our citizens are entitled to expect the highest standards of conduct from the members it elects to Council for the Town of Gibbons. As a member of Town Council, you are a public figure and your actions reflect not only on yourself, but also on Council as a whole and the Town at large.

Council, at its April 12, 2023, received a formal letter of complaint from Mayor Dan Deck in accordance with Section 11 of the Council Code of Conduct expressing that Councillor Harris, through *the following actions you engaged in on:*

1. *February 17, 2023, where you utilized your Town Credit Card to pay for your personal vehicle insurance in the amount of \$430.66. This amount was repaid in full on March 22, 2023; and*
2. *March 25, 2023, where you utilized your Town Credit Card to withdraw a cash advance from the ATM located at the Royal Bank in the amount of \$400.00 and a \$3.50 cash advance fee, This amount was repaid in full on April 12, 2023; and*
3. *March 25, 2023, where you utilized your Town Credit Card to withdraw a cash advance from the ATM located at the Royal Bank in the amount of \$400.00 and a \$3.50 cash advance fee. This amount was repaid in full on April 12, 2023; and*
4. *March 25, 2023, where you utilized your Town Credit Card to withdraw a cash advance from the ATM located at the Pit Stop Pub in the amount of \$303.00 and a \$3.50 cash advance fee. This amount was repaid in full on April 12, 2023; and*
5. *March 27, 2023, where you utilized your Town Credit Card to withdraw a cash advance from the ATM located at the Royal Bank in the amount of \$1,000.00 and a \$3.50 cash advance fee. This amount was repaid in full on April 12, 2023.*

Was in contravention of Sections 1 (c), 7 and 9 of the Council Code of Conduct which are identified below:

*Section 1(c) of the Council Code of Conduct Bylaw states that members of Council are expected to:*

- c. exercise their duties with care, diligence and skill and place the interests of the Town ahead of their own personal interests; and*

*Section 7 of the Council Code of Conduct Bylaw states that when it comes to Conflict of Interest that:*

*No Councillor shall engage in any activity which is incompatible or inconsistent with the ethical conduct of official duties in the public interest. Members of Council must govern themselves as set out in legislation and strive to avoid any activities in which their personal interests may come into conflict, or may appear to conflict, with the interests of the Town. Doing so will ensure residents continue to have confidence in the integrity of members of Council and the Town; and*

*Section 9 of the Council Code of Conduct Bylaw states that in relation to the use of Municipal Assets and Services that:*

*No Member of Council shall use, or permit the use of facilities, equipment, supplies, services or other resources for personal benefit or the benefit of any other individual.*

On April 12, 2023, Council passed the following motion which was communicated to you via an emailed Letter of Notification dated April 14, 2023:

**Motion 23.107**

*Councillor Sandahl moved that Councillor Harris be sanctioned pursuant to Section 12 of the Council Code of Conduct, as she has admitted to actions that are in contravention of Sections 1 (c), 7 and 9, and furthermore that Council suspends Councillor Harris from representing the Town on all Council Committees and bodies and that her Corporate Credit Card be relinquished to Administration until further notice, as to allow Council to consult with legal counsel and investigate the possibility of further sanctions and that a letter be forwarded to Councillor Harris notifying her of Council's decision.*

Councillor Harris, to be clear, there is no excuse for this type of conduct and Council does not tolerate such behaviour and has hereby adopted the following sanctions on May 10, 2023:

1. Effective immediately, Councillor Harris is removed from all council committees and other bodies to which she has been appointed by Council, she is no longer eligible to receive any remuneration associated with those appointments, and she will not be eligible for appointment to any further council committees or other bodies until the next organization meeting of Council in October.
2. Effective immediately, Councillor Harris shall relinquish the Corporate Credit Card assigned to her to Administration until October 25, 2023. If Councillor Harris does not return her Corporate Credit Card to Administration within the next business day Administration is directed to contact the issuer and cancel her Corporate Credit Card.
3. The Deputy Mayor, on behalf of Council, shall issue a letter of reprimand to Councillor Harris and ensure the letter of reprimand is made available to the public by publishing it on the Town's website as soon as is practicable.

Council acknowledges your admission of misconduct and assurances that you will refrain from such behaviour in the future; however, be advised that this letter is being issued as a Letter of Reprimand. Any further instance of unacceptable behaviour by you may result in further sanction in accordance with the Council Code of Conduct Bylaw or such other remedy as may be available under statute or the common law.

Moving forward, I trust you will ensure your actions will be in alignment with the sanctions and expectations put forth by Council and that you will govern yourself in accordance with the Council Code of Conduct Bylaw.

Yours truly,



Willis Kozak  
Deputy Mayor, Town of Gibbons

Cc: Members of Council