



Department <b>Administration</b>	Policy No. <b>AD 021</b>	Page <b>1 of 2</b>
Policy Title <b>COUNCIL CODE OF CONDUCT</b>		

Council Resolution No. 503-06    Date: November 28, 2006	GMCS	CC	Cross Reference	Effective November 28, 2006
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## **PURPOSE**

To outline basic rules for all elected Council members of Parkland County so that they may carry out their duties with impartiality and equality of service to all, recognizing that the basic function of the Council of Parkland County is, at all times, service to Parkland County and its public.

## **POLICY**

Ethical principles should govern the conduct of all elected Council members of Parkland County in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

## **PROCEDURES**

The following standards apply to the conduct of Council Members at all times and particularly at all meetings of Council and its committees, and the meetings of any Board, Commission, Committee or Agency to which a Council member is appointed as a representative of Council.

The Members of Council shall:

1. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
2. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community of Parkland County;
3. RESPECT the confidentiality of information, including but not limited to matters of a deliberative nature, by not communicating confidential information to anyone not entitled to receive it.
4. AVOID any situation that could cause a reasonable person to believe that they may have brought bias or partiality to question before the Council.
5. SERVE in a liaison role when appointed as members of committees or boards;
6. AVOID conflict of interest, by refraining from self-dealing or any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act;
7. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;
8. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
9. NOT ATTEMPT TO EXERCISE individual authority over the corporation;

Policy Title	Policy No.	Page
<b>COUNCIL CODE OF CONDUCT</b>	<b>AD 021</b>	<b>2 of 2</b>
<ol style="list-style-type: none"><li>10. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;</li><li>11. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in individuals except when explicitly Council authorized;</li><li>12. DIRECT any comments on staff performance to the Chief Administrative Officer;</li><li>13. AVOID public comment on staff performance;</li><li>14. RESPECT the ethical standards of conduct listed above for a period of twelve (12) months after leaving office, except those related to confidential information, which shall apply in perpetuity.</li><li>15. The spirit and intent of these standards of conduct shall be recognized and observed by Members of Council. Council Members shall not assume that any unethical activities not covered by or specifically prohibited by these ethical standards, or by any legislation, are therefore condoned.</li></ol>		
<b>GUIDELINES</b>		
<b>Conflict Of Interest</b>		
<p>Notwithstanding the provisions of the Municipal Government Act (MGA) section 170, the County requires that no conflict exist between the personal interest of a Council Member or Appointed Member and those of the County. Examples include but are not limited to:</p>		
<ul style="list-style-type: none"><li>▪ Taking part in a decision in the course of carrying out their duties with the knowledge that the decision might further a private interest of the Council Member or Appointed Member or an individual with who the Council Member or Appointed Member has a close personal relationship.</li><li>▪ Use their public role to influence or seek to influence a County's decision which could further a private interest of the Council Member or the Appointed Member or an individual with who the Council Member or the Appointed Member has a close personal relationship.</li><li>▪ Use or communicate information not available to the general public that was gained by the Council Member or the Appointed Member in the course of carrying out their duties, to further or see to further a private interest the Council Member or the Appointed Member or an individual with whom the Council Member or the Appointed Member has a close personal relationship.</li></ul>		
<b>Acceptance of Gifts</b>		
<p>Personal integrity and sound business practices require that relationships with vendors, contractors, or others doing business with the County, be such that no Council Member or Appointed Member can be accused of showing favoritism or bias. The important thing to remember is that if a gift or action is intended to influence your actions or decisions it is not proper to accept. A test of appropriateness would be that your conduct should be able to withstand the closest public scrutiny.</p>		
<b>Use of County Facilities, Equipment and Property</b>		
<p>County materials, vehicles, equipment, tools and property are to be used solely for purposes related directly to the County's operation.</p>		