



COUNCIL POLICY C-AD21

*Council and Public Committee
Member Code of Conduct*

Prepared By: Legislative & Administrative Services

Council Approval Date:

Effective Date: Feb 9, 2016

References: Municipal Government Act

Previous Revision Date: Oct 9, 2012

Function: Governance

LAS Review Date: Jan 25, 2016

PURPOSE

This policy establishes ethical principles for Council member and public committee member conduct so they carry out their duties with impartiality and fairness to Parkland County and its public.

POLICY STATEMENT

Standards of conduct govern the behaviour of Parkland County Council members and public committee members to maintain the highest standards of conduct in public office and committee appointments and faithfully perform their prescribed duties without fear or favour.

DEFINITIONS

1. "Committee member" means a public member appointed by Parkland County Council to a council committee.
2. "Council committee" means a committee, board or other body established by Parkland County Council (as defined by the *Municipal Government Act*).

SCOPE

This policy applies to Parkland County Council members and appointed committee members.

MANAGEMENT RESPONSIBILITIES

The Chief Administrative Officer (CAO), under the direction of the Mayor on behalf of Council, is responsible for implementation of this policy. Legislative and Administrative Services, under the direction of the Mayor on behalf of Council, is responsible for coordinating the review of this policy.

STANDARDS**1. Code of Conduct**

The following standards apply to the conduct of Council and committee members. Members of Parkland County Council and council committees shall:

- a. Commit to ethical, businesslike and lawful behaviour, including proper use of authority and appropriate decorum.

- b. Represent, as a primary obligation superseding all other interests, the best interests of the community of Parkland County.
- c. 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.
- d. Avoid any situation that could cause a reasonable person to believe that they may have brought bias or partiality to question before the Council or committee.
- e. As a member of Council, serve in a liaison role when appointed as members of committees or boards.
- f. Avoid conflict of interest, by refraining from self-dealing or any conduct of private business or personal services between any Council or committee members and the corporation, except as provided by the *Municipal Government Act* (MGA).
- g. Not use their positions to obtain employment with the corporation for themselves, family members or close associates.
- h. Disclose their affiliations or interest with an organization that may affect their decision making on matters before Council or committee regarding that organization.
- i. As a member of Council, not attempt to exercise individual authority over the corporation. Individual Council members must communicate with the CAO with regards to operations. Any operational requests by individual Council members must be submitted to the CAO on an appropriate form, i.e., Action Request form provided by the Office of the CAO.
- j. Recognize, when interacting with the public, press or other entities, the same limitation and the inability of any Council or committee member to speak for the Council or committee except to repeat explicitly stated Council or committee decisions.
- k. Recognize, when interacting with the CAO or with staff, the lack of authority vested in individuals except when explicitly Council authorized.
- l. Direct any comments on staff performance to the CAO.
- m. Avoid public comment on staff performance.
- n. Respect the ethical standards of conduct listed above for a period of twelve (12) months after ceasing to be a Council or committee member, except those related to confidential information, which shall apply in perpetuity.
- o. Abide by Parkland County records management practices including delivering all papers, documents, and other materials acquired as a Council or committee member to an authorized representative upon the end of the term.

2. Conflict of Interest

- a. Notwithstanding the provisions of the MGA section 170, no personal interest of a Council or committee member shall influence or interfere with the decisions and actions of Council or council committee. Examples of personal interest include, but not limited to:
 - i. Taking part in a Council or committee decision in the course of carrying out their duties with the knowledge that the decision might further a private interest of a Council or committee member or an individual whom a Council or committee member has a close personal relationship.
 - ii. Using their public role to influence or seek to influence a County decision which could further a private interest of a Council or committee member or an individual with whom a Council or committee member has a close personal relationship.
 - iii. Using or communicating information not available to the general public that was gained by a Council or committee member in the course of carrying out their duties, to further a private interest of a Council or committee member or an individual with whom a Council or committee member has a close personal relationship.

3. Acceptance of Gifts

- a. Council and committee members shall use personal integrity and professionalism when meeting with vendors, contractors, or others doing business with the County, so that no Council or committee member can be accused of showing favoritism or bias, real or perceived. Accordingly, it is not proper to accept a gift or action if it seeks favoritism in return, or influences a Council or committee member's actions or decisions. Council and committee members will not accept gifts that have an estimated value exceeding \$300 per gift.

4. Use of County Facilities, Equipment and Property

- a. County materials, vehicles, equipment, tools and property are to be used solely for purposes related directly to the County's operation.

5. Accountability

- a. The spirit and intent of these standards of conduct shall be recognized and observed by Council and committee members. Council and committee 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.
- b. Members of Council shall review and sign the "Council Code of Conduct for Members of Parkland County Council," as provided in Schedule A of this policy, at every Organizational Meeting of Council, after which it shall be posted in Council Chambers.
- c. Committee members shall review and sign the "Code of Conduct for Public Members of Parkland County Council Committees" as provided in Schedule B of this policy within of one month of appointment.
- d. If an ethical guideline is breached by an individual Council or committee member, the Mayor or the CAO shall address the matter with the individual Council or committee member, and advise of appropriate or corrective actions to be taken.

Schedule A to Policy C-AD21

**Council Code of Conduct
for Members of Parkland County Council**

The purpose of the Code of Conduct is to outline certain basic rules for Council members so they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council is, at all times, service to the community and the public.

The following principles govern the behaviour of members of Parkland County Council in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

Members of Parkland County Council shall:

1. Govern their behaviour in accordance with the requirements and obligations set out in Parkland County bylaws and policies, and the legislation of the Province of Alberta and Government of Canada.
2. Protect confidential information and ensure it is not used for the personal profit of themselves or any other person.
3. Respect Administration.
4. Maintain the integrity of confidential information by not sharing it with anyone not entitled to receive same.
5. Preserve the integrity and impartiality of Council by not using their position to secure special privileges, favours, or exemptions, for themselves or any other person.
6. Abide by this Code of Conduct for a period of twelve (12) months after leaving office, except for matters related to confidential information, which shall apply in perpetuity.
7. Hold themselves and each other accountable by ensuring that they are ethical in their actions and activities, and will not assume that any unethical activities not specifically identified in this Code of Conduct or any legislation are otherwise condoned.

Members of this Council agree to uphold the intent of these principles and to govern actions accordingly. By our signatures below, we subscribe to the Code of Conduct.

Mayor

Councillor, Division 1

Councillor, Division 2

Councillor, Division 3

Councillor, Division 4

Councillor, Division 5

Councillor, Division 6

Dated this _____ day of October 20____.

Schedule B to Policy C-AD21

Code of Conduct for Public Members of Parkland County Council Committees

The purpose of the Code of Conduct is to outline certain basic rules for public members of council committees Council Committees so they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of a council committee is, at all times, service to the community and the public.

The following principles govern the behaviour of Parkland County public committee members in order that they shall maintain the highest standards in their committee appointment and faithfully fulfill the obligations established for them by the Parkland County Council.

Public members of Parkland County council committees shall:

1. Govern their behaviour in accordance with the requirements and obligations set out in Parkland County bylaws and policies, and the legislation of the Province of Alberta and Government of Canada.
2. Protect confidential information and ensure it is not used for the personal profit of themselves or any other person.
3. Respect Administration.
4. Maintain the integrity of confidential information by not sharing it with anyone not entitled to receive same.
5. Preserve the integrity and impartiality of council committees by not using their position to secure special privileges, favours, or exemptions, for themselves or any other person.
6. Abide by this Code of Conduct for a period of twelve (12) months after ceasing to be a committee member, except for matters related to confidential information, which shall apply in perpetuity.
7. Hold themselves and each other accountable by ensuring that they are ethical in their actions and activities, and will not assume that any unethical activities not specifically identified in this Code of Conduct or any legislation are otherwise condoned.

I agree, as a public committee member, to uphold the intent of these principles and to govern my actions accordingly. By my signature below, I subscribe to the Code of Conduct.

Signature, Public Member

Dated this ____ day of _____, _____
(Month) (Year)