

## **Council Members Code of Conduct Policy**

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**1.008**

**Section: 1.0 Council**

**Authority: Council**

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### **Statement**

That all members of Municipal District of Bonnyville (M.D.) Council carry out their duties as an elected official in a professional and businesslike manner, reflecting appropriate decorum, representing the best interest of the entire M.D., and inspiring public confidence in Council's ability to provide quality, cost effective services and infrastructure to meet the diverse needs of the Community.

### **Purpose**

This policy establishes a set of principles and descriptive behavioral standards for members of Council that reflect the values of the M.D., its commitment to professional, accountable and lawful conduct, and its desire to provide strong local governance and regional leadership.

### **Definitions**

For the purposes of this policy:

- (1) "Council" means all members of Council including the Reeve and Councillors duly elected and holding office;
- (2) "M.D." means the Municipal District of Bonnyville.

### **Procedure**

- (1) Council shall review the policy, at a minimum, after each election.
- (2) Council shall hold a self-evaluation session annually that may include review of meeting norms, working relationships, and quality of debate and decision making.

### **Responsibilities**

- (1) Lawful Conduct
  - (a) It is the responsibility of each member of Council to ensure that he/she is familiar with the roles of individual Councillors as defined in the Municipal Government Act (MGA) dealing with pecuniary interest, protection and privacy of confidential information, and power of individual Councillors as well as the requirements set out in other provincial legislation, M.D. bylaws and policies:
    - (i) respect the confidentiality of issues and protect privileged information to which access is granted for the conduct of official duties, and all material presented in In-Camera (as per the MGA);
    - (ii) avoid conflicts of interest, refrain from self-dealing or any conduct of private business or personal services between only Council member and the M.D.;

(iii) unless otherwise authorized by Council, Council members will have no legal authority outside of a meeting of Council and will have no individual authority over the corporation or directing work of staff.

(2) Public Interest

(a) Council members must demonstrate through their interactions the lack of authority vested in them as an individual except when explicitly authorized by Council. Members of Council shall be impartial and fair in their judgement and actions; use their public office for public good and not personal gain; and conduct public deliberations and processes openly. Council recognizes that they are stewards of public assets and resources, and are to act and make decisions solely in the best interest of the M.D. community.

- (i) The Reeve shall be the point of contact for media enquiries and shall be the M.D.'s main spokesperson.
- (ii) When speaking to public or the media, Councillors shall represent the official policies and positions of Council.
- (iii) Disclose affiliations or interests with any organization that may affect their decision making on matters before Council.
- (iv) Refrain from accepting gifts, fees, favors or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised.
- (v) Not use M.D. funds, property or information for personal benefit.
- (vi) Council members shall not use their positions to obtain employment for themselves, family members, or close associates.

(3) Respect

(a) Members of Council must conduct themselves in a way that promotes open, direct and timely communication. Council members must support the maintenance of a positive and constructive environment for residents, stakeholders, staff and fellow Council members.

- (i) Adhere to professional standards when preparing any correspondence on behalf of the M.D.
- (ii) Refrain from abusive conduct, verbal attacks upon the character of others, or public comment on staff performance.
- (iii) Work with colleagues in the spirit of cooperation in spite of differences of opinion, listen to and consider those opinions which may be different than their own.
- (iv) Strive for meaningful, open and honest communication.

(4) Effective Governance

(a) The M.D. values impartial and fair decisions and actions by committing to consistent, transparent and inclusive processes. Members of Council shall inform themselves of the issues, listen attentively to public discussions before council and shall make decisions based on the merits and substance of the matter at hand.

- (i) Devote the time, thought and attention to the duties of Council to render effective, objective and informed service.
- (ii) Consider all available information in making decisions and abide by and uphold the decision of Council.
- (iii) Follow discussion guidelines, focus, equality, decorum.
- (iv) Primary obligation of role on Council shall supersede all other interests.

## Review Period

Council shall review this policy, at a minimum, after each municipal election. All Council members are required to sign the attached *Attachment A – M.D. Council Code of Conduct Statement*.

## For administrative use only:

<b>Previous Policy Number:</b> (prior to July 24, 2019)	10.11.08
<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	Attachment A: M.D. Council Code of Conduct Statement

**Municipal District of Bonnyville**  
**Council Code of Conduct Statement**

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council.

In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Municipal District of Bonnyville (M.D.) Council, to provide governance I, \_\_\_\_\_, promise that I will:

- (1) Govern my conduct in accordance with the requirements and obligations as set out in the Municipal Government Act (MGA) or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any M.D. policy, bylaw, process or rule of order established by Council.
- (2) Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
- (3) Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
- (4) Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
- (5) Treat my fellow Councillors, administration and the public with respect, concern, courtesy and responsiveness.
- (6) Develop and regularly evaluate goals and policies for the M.D. which meet the needs and expectations of the public, and encourage active participation by the public in this process.
- (7) Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
- (8) Strive for open and honest communications with my fellow Councillors.
- (9) Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
- (10) Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
- (11) Not use M.D. funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.



## Council Members Code of Conduct Policy: ATTACHMENT A

1.008

- (12) Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
- (13) Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.
- (14) Commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or the Council Members Code of Conduct Policy.

Dated at the Municipal District of Bonnyville, in the Province of Alberta, on

this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

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Signature