



Policy number: P2022-03	Departments: HR	Policy Source:
Code of Conduct Council and Committees	Authorised by: Council Signature:	Date: 2022-03-31 Date Revised: Date Effective: Date to be Reviewed:

PURPOSE

Outline certain basic guidelines for elected municipal government officials so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the function of council members is, at all times, to provide service to their community and the public.

DEFINITIONS

“Administration” means the employees of the Village of Alliance.

“Chief Administrative Officer” is the administrative head of the Village of Alliance as appointed by Council responsible to perform those responsibilities contained within the Municipal Government Act.

“Confidential Information” includes but is not limited to information:

- a. in the possession of the Village that the Village is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the FOIP Act or other legislation; and*
- b. concerning matters that are permitted to be discussed in an in-camera meeting pursuant to the Municipal Government Act.*

“Council” means the Council of the Village of Alliance.

“Village Property” includes Village staff time, financial and non-financial assets (including, but not limited to, land, vehicles, equipment, material, paper or electronic documents, tools, electronic equipment, computers, internet services and intellectual property).

“Gift” means any real or personal property given, including but not limited to artwork, clothing, money, gift certificates or gift cards, unless payment in any form, including the exchange of goods and services, of equal or greater value is received by the individual or entity giving the Gift but does not include:

- (a) such Gifts or benefits that normally accompany the duties of office and; received as an incident of protocol or social obligation; Title Code of Conduct Council and Committees Policy number P2022-03*
- (b) suitable mementos of a function honouring the Councillor; and*



(c) admission to an event such as a convention, conference, symposium, forum or similar event, offered by the organizer of the event and unsolicited by the Councillor, if the Councillor is attending or participating in their official capacity; and

(d) provided that the value of the Gift or benefit does not exceed \$500.00.

“Mayor” means the chief elected official of the Village of Alliance.

“Pecuniary Interest” is an interest in a matter that could monetarily affect a Councillor or an employer of the Councillor or an interest in a matter that the Councillor knows or should know could monetarily affect the Councillor’s family, and as more particularly set out in Division 6 of the Municipal Government Act.

POLICY

1. Integrity

Integrity is the quality of being honest and having strong moral principles. It is vital that the public has confidence in Council’s ability to provide good government and to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for the Village, and to develop and maintain safe and viable communities. Councillors must conduct themselves in a way that promotes and maintains public confidence and shall be committed to performing their functions with integrity. To the best of their ability, Councillors shall represent the official policies and positions of the Council. When presenting their personal opinions or positions, members shall explicitly state that those opinions do not represent the Council or the Village.

2. Public Interest

Councillors shall work for the common good of the residents of the Village of Alliance and not for any private or personal interest. Councillors shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Government of Canada and the Province of Alberta as well as those policies and bylaws that Council imposes on itself. Councillors shall inform themselves of public issues, listen attentively to public discussions before Council and focus on the business at hand and shall make decisions based upon the merits and substance of the matter at hand.

3. Stewardship

Council recognizes that they are stewards; responsible to manage and look after the interests of the Village of Alliance residents and taxpayers. Recognizing that stewardship of the public interest must be their primary concern, Councillors are elected to act and to make decisions solely in terms of the public interest.

4. Impartiality

Impartiality is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit to one person over another for improper reasons. Councillors shall perform their duties of office and arrange their private affairs in a manner than promotes public confidence and will bear close public scrutiny. Councillors shall not use their official positions to influence government decisions in which they have a financial interest or where they have an organizational



responsibility or a personal relationship that would present a pecuniary interest under the Municipal Government Act. Councillors must not place themselves under any financial obligation that may influence them in discharging their duties and responsibilities as councillors.

5. Gifts

Councillors shall not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general and shall refrain from accepting Gifts, favours or promises of future benefits that might compromise their independence of judgment or action or give the appearance of being compromised. Acceptance of any Gift or benefit of a value greater than \$500.00 must be disclosed to Council and shall be noted in the minutes.

6. Confidentiality

Councillors must use council information which is not available to the public, in accordance with any relevant Council policy to ensure, as far as reasonable, the primacy of the public interest over any private interest. Councillors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the Village. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their personal, financial or private interests. After leaving office, Councillors shall continue to keep confidential information acquired as a member of Council confidential.

7. Respect

Alliance Village Council promotes and expects respectful and responsible behaviours when interacting with each other, with Administration and with customers during the course the Village of Alliance business. All Councillors and employees of the Village of Alliance have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual. Council members shall support the maintenance of a positive and constructive environment for residents, businesses and Village employees and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motive of other members of Council, boards, commissions, committees, staff or the public.

8. Accountability

Councillors themselves have the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of the Village. Councillors must govern their conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta. In performing their duties, Councillors must abide by any Council Policy, Bylaw, process or rule of order established by Council. All Councillors shall sign the form prescribed as Schedule "A" Code of Ethics attached to this Policy upon assuming office, pledging to uphold the policies and laws of the Village, the Province of Alberta and the Government of Canada. Councillors shall commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity of which they become aware that may qualify as corruption, abuse, fraud,



bribery or any other violation of the law or this Policy. Council shall deal with any such breaches in accordance with the Meeting Procedures Bylaw in force from time to time.

9. Policy Breaches

Elected Officials have a duty to help create a responsive, accessible, transparent and fair municipal government. Accordingly, Elected Officials have a duty to question whether another Elected Official is violating legislation, ethics or respectful behaviour as set forth in this policy. Should an Elected Official breach any of the principles outlined in this policy, the possible courses of action that are available to Council include but are not limited to:

- a. Request an apology by the Elected Official to the impacted individual(s).*
- b. Remove the Elected Official from Council Committees.*
- c. Dismiss the Elected Official from a position of Deputy Mayor or Chairperson of a Committee.*
- d. Require educational training on ethical and respectful conduct provided by a third party at the expense of the Elected Official.*

Any action taken by Council should include a time frame and what remedial action is expected. A decision to apply one or more of the actions detailed above requires a Council resolution.

All discussions surrounding alleged and substantiated violations of this policy shall be conducted in a council conversation in a public or an In-Camera meeting of Council with the intent that the discussion shall remain confidential under the appropriate sections of the Freedom of Information and Protection of Privacy (FOIP) Act.

IMPLEMENTATION

- 1. CAO has each member of Council Sign Schedule A.
- 2. This policy shall be posted on the website.

Mayor

Chief Administrative Officer