



# TOWN POLICY

**POLICY NUMBER:** 1211

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**REFERENCE:**  
Council

**ADOPTED BY:**  
Town Council

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**PREPARED BY:** Legislative Services

**DATE:**

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**TITLE: CODE OF CONDUCT FOR CITIZEN MEMBERS APPOINTED TO COUNCIL  
BOARDS AND COMMITTEES**

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PAGE 1 OF 9

**POLICY STATEMENT:**

1. Improving the quality of public administration and governance can be achieved by encouraging high standards of conduct on the part of all government officials. In particular, the public is entitled to expect the highest standards of conduct from members of Council and the citizen members who are appointed to local boards by Council to act on its behalf. In turn, adherence to these standards will protect and maintain the Town of Strathmore's reputation and integrity.

**PURPOSE:**

2. The Purpose of this policy is:
  - 2.1 To establish standards of conduct expected of all citizen Members appointed to Council established Boards and Committees.
  - 2.2 To provide guidance to citizen Members of Boards and Committees on the conduct expected of them when applying and serving with regard to:
    - a) Conflict of Interest;
    - b) Confidentiality;
    - c) Acceptance and disclosure of gifts and benefits;
    - d) Conduct during meetings;

- e) Use of the Town of Strathmore property, technology and resources;  
and
- f) Political activity and elections.

2.3 To provide guidance with regard to reporting breaches of this Council policy.

## DEFINITIONS:

3. In this policy:

- a) “Boards and Committees” means a Council Board, Committee or other body established by the Town of Strathmore under the *Municipal Government Act* RSA 2000, c M-26;
- b) “Chair” means the Chair of a Board or Committee;
- c) “Confidential Information” means any information (oral or written) that is received in confidence by the Boar or Committee, and that a Board or Committee is required to refuse to disclose, in accordance with the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25;
- d) “Conflict of Interest” means a situation when a citizen Member has a private or personal interest sufficient to influence or to appear to influence the objective exercise of his or her duties;
- e) “Corporation” means a body corporate incorporated or continued under the *Business Corporation Act* and not discontinued under the *Business Corporation Act*;
- f) “External Board or Committee” means a Board or Committee or other body not established by The Town of Strathmore but whose membership includes a Council appointee;
- g) “Gifts and Benefits” means items, services and entertainment of value that are received by a member of a Board or Committee for their personal use. Gifts and benefits include, but are not limited to money, tickets to events, memberships, real property, clothing, jewelry, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, participation in sport and recreation activities and invitations to

social functions;

- h) “Member” means a citizen appointed to a Board or Committee by the Town of Strathmore Council;
- i) “Political Activity” means being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, promoting a political party or special interest cause; and
- j) “Quasi-Judicial Boards’ means the Assessment Review Board (ARB) and the Subdivision & Development Appeal Board (SDAB).

## **APPLICABILITY**

- 4. This Policy:
  - 4.1 Applies to all Members appointed to Boards and Committees, other than corporations and Quasi-Judicial Boards.
  - 4.2 Does not apply to External Boards and Committees;
  - 4.3 Does not apply to members of Council who are bound by the Mayor and Council Code of Conduct and Ethics Policy (No. 1103) and the Gifts and Gratuities Policy (No. 1204); and
  - 4.4 Does not apply to members of Town Administration who are bound by the *Staff Code of Conduct and Ethics Policy (No. 1206) and the Gifts and Gratuities Policy (No. 1204)*.

## **POLICY**

- 5. The Code of Conduct for Citizen Members Appointed to Council Boards and Committees will be available online, and can be viewed by any interested citizen prior to making an application for a Council appointment to a Board or Committee.
- 6. Appointment to a Board or Committee is contingent on submitting a completed Declaration following an appointment.
- 7. Members Shall:

- 7.1 Receive a copy of the *Code of Conduct for Citizen Members Appointed to Council Boards and Committees* and complete a *Declaration* form (Appendix A) no later than thirty (30) days following their initial appointment to a Board or Committee and following any subsequent re-appointment.
- 7.2 Submit completed *Declarations* to the Administrative or Resource Staff of their Board or Committee, who shall forward a copy to the Town's Legislative Services Department.
- 7.3 Abide by the *Code of Conduct for Citizen Members Appointed to Council Established Boards and Committees* in discharging their duties.

## **PROCEDURE**

### **8. Conflict of Interest**

- 8.1 In the performance of their duties, Members must avoid conflicts of interest, or any situations that could give rise to a potential or perceived conflict of interest;
- 8.2 If a Member is in doubt about whether any situation involves a conflict of interest or may lead to a potential or perceived conflict of interest, the Member must seek guidance from the Chair at the earliest possible opportunity. The Chair will determine whether the situation in question constitutes a real, potential or perceived conflict of interest;
- 8.3 Should the Chair determine that such a conflict of interest exists, then the following steps will be taken:
  - 8.3.1 If the conflict of interest is declared outside of a meeting of the Board or Committee, then the Member must formally declare the conflict of interest (in writing) to the Chair, and must abstain from any discussions related to the matter and from attempting to influence a vote on the matter.
  - 8.3.2 If the conflict of interest is declared during a meeting of the Board or Committee, then:
    - a) The Member must leave the room in which the meeting is being held and not return to the meeting until all discussion and voting

related to the matter are concluded; and

b) The Member's conflict of interest declaration must be recorded in the Minutes of the Board or Committee meeting.

8.3.3 If a Member believes that another Member of their Board or Committee is in a real, potential or perceived conflict of interest, then the Member must inform the Chair at the earliest possible opportunity. If a Member believes that the Chair is in a real, potential or perceived conflict of interest, then the Member must inform the Vice-Chair at the earliest possible opportunity.

## **9. Confidential Information**

9.1 Members must not disclose confidential information (verbal or written) by any means, unless the Member is authorized to do so by law or in accordance with the *Freedom of Information and Protection of Privacy Act* RSA 2000, c F-25;

9.2 Members must not use confidential information acquired during their appointment to a Board or Committee for their personal use or gain, or for the personal use or gain of their family and friends; and

9.3 Members must not use confidential information following the completion of their term on a Board or Committee for their personal use or gain, or for the personal use or gain of their family and friends.

## **10. Acceptance and Disclosure of Gifts and Benefits**

10.1 Members must not solicit a gift or benefit, by virtue of their position on a Board or Committee, for their personal use or for the personal use of their family, friends or associates;

10.2 Members must not accept a gift or a benefit, with the exception of a common hospitality that is connected directly to their duties on a Board or Committee; and

10.3 Gifts and Benefits, with the exception of a common hospitality that is connected directly to a Member's duties on a Board or Committee must be disclosed to the Chair at the earliest possible opportunity.

## **11. Conduct at Meetings**

- 11.1 Members must be aware of their Board's or Committee's mandate, and their governing legislation, bylaws, terms of reference, and any other policies and procedures;
- 11.2 Members must attend all meetings, except those where approval for absence was granted by the Committee or where the Member is required to take a leave of absence in accordance with this policy;
- 11.3 Members must conduct themselves in a professional and transparent manner, and must refrain from engaging in conduct that is disruptive to the conduct of the meeting; and
- 11.4 Members must treat each other fairly, recognizing and valuing the diversity among Members, and ensuring their behavior is respectful at all times.

## **12. Use of The Town of Strathmore Property, Technology and Resources**

- 12.1 Members must not use the Town of Strathmore property, technology and resources (capital and human) for any purpose other than the purpose associated with the performance of their duties as a Member of a Board or Committee;
- 12.2 Members must not use the Town of Strathmore property, technology and resources (capital and human) for personal gain or for the gain of their family and friends; and
- 12.3 Members must return all such property, technology and resources upon completion of their term.

## **13. Political Activity and Elections**

- 13.1 Members must not use The Town of Strathmore property, technology and resources (capital and human) for any political activity.

### **13.2 Local jurisdictions**

- 13.2.1 Members seeking elected office for the Town of Strathmore Council shall immediately advise the Chair, and must take a leave of absence for the period commencing on nomination day (as set by the Local Authorities Election Act RSA 2000

c. L-21) and ending one week following election day.

### 13.3 Provincial and Federal Elections

13.3.1 Members seeking elected office for provincial or federal government shall immediately advise the Chair, and must take a leave of absence for the period commencing with the issue of a writ of election and ending with the announcement of the official election results.

## 14. Breaches

14.1 Any real, or alleged, breach must be reported to the Chair. In the case that the real, or alleged, breach is related to the Chair, then it must be reported to the Vice-Chair;

14.2 Where a real, or alleged breach is reported to the Chair, or the Vice-Chair depending on the circumstance, the Chair and/or Vice-Chair, will take the following actions:

14.2.1 Provide the Member whose conduct breached, or may have breached this Council policy with the case against them in writing and with an opportunity to respond (verbally or in writing);

14.2.2 Rule whether a breach occurred, and document the decision;

14.2.3 If a Member is deemed to have breached this Council policy, the Chair and/or the Vice-Chair may add the breach to the In-Camera Agenda of the next scheduled meeting, or call a special meeting;

14.2.4 If warranted, the Board or Committee as a whole may direct the Chair, or Vice Chair to bring forward a written report to Council through Administration. The report will be forwarded to the In-Camera portion of the Council Agenda, and must include the following:

- a) Nature of the breach;
- b) Submission, if provided, of the Member whose conduct breached this Council policy; and

c) The Boards or Committee's recommendation to Council.

14.3 Where Council is satisfied that a breach of this Council policy occurred, Council may by resolution:

14.3.1 Suspend the Member for a period of time deemed appropriate by Council; or

14.3.2 Revoke the Member's appointment on the Board or Committee.





# TOWN POLICY

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## APPENDIX "A"

### CODE OF CONDUCT FOR CITIZEN MEMBERS APPOINTED TO COUNCIL ESTABLISHED BOARDS AND COMMITTEES

#### DECLARATION

I, \_\_\_\_\_ Member of

\_\_\_\_\_ Acknowledge

that I have read and understand the Code of Conduct for Citizen Members Appointed to Council Established Boards and Committees, and agree to adhere to the standards described in this Council Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date