

THE RURAL MUNICIPALITY OF PINEY

“Council Member’s Code of Conduct Policy”

Subject: Council Member’s Code of Conduct

Effective Date: November 13, 2012

Replaces Policy: New

Resolution No.: 398 **Resolution Date:** November 13, 2012

1. DEFINITIONS:

Chief Administrative Officer (CAO) means the Chief Administrative Officer of the municipality, and includes his or her designate.

Code means the Council Member’s Code of Conduct established and approved by Council.

Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceeding, etc.

Dependent means the spouse or common-law partner of an employee, and any child, natural or adopted, residing with the employee, and has the same meaning as in The Municipal Council Conflict of Interest Act.

Employee means any person employed by the municipality, and includes the Chief Administrative Officer, designated officers, full time, part time, contract, or casual employees.

Municipality means the Rural Municipality of Piney

2. SCOPE:

This code applies to all members of council of the Rural Municipality of Piney.

3. PRINCIPLES:

The Council commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members.

1. Members must have loyalty to the ownership, un-conflicted by loyalties to staff, other organizations, and any personal interest as a client.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility;
 - a) There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvement with other organizations, with vendors, or any associations

which might be or might reasonably be seen as being a conflict of interest.

- b) When the Council is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote, but also from the deliberation.
 - c) Council members will not use their council position to obtain employment in the organization for themselves, family members, or close associates. Should a Council member apply for employment, he or she must first resign from the Council.
3. Council members may not attempt to exercise individual authority over the organization;
 - a) Members' interaction with the Chief Administrative Officer or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by Council.
 - b) Members' interaction with public, press or other entities must recognize the same limitation and the inability of Council member to speak for the Council except to repeat explicitly stated Council decisions.
 - c) Except for participation in Council deliberation about whether reasonable interpretation of council policy has been achieved by the CAO, members will not express individual judgments of the performances of employees to the employees, but may raise the issue with the CAO.
 4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
 - a) Members may have access to confidential information during the course of their duties and responsibilities and will respect the confidentiality of this information.
 - b) Members are expected to keep information confidential, until the information is available to the general public.
 - c) Members must not use confidential information concerning the affairs of the municipality to advance their personal interests, their dependants' interests, or the interests of any other person.
 5. Members will be properly prepared for council deliberation.
 6. Members will support the legitimacy and authority of the final determination of the Council on any matter, irrespective of the members' personal position on the issue.