

Council commits itself to ethical, professional and lawful conduct, including proper use of authority.

1 Connection with Community:

- (1) Council members will represent the community, not conflicted by any personal interest as a citizen, loyalties to staff or other organizations.

2 Non-Preferential Treatment:

- (1) Council members will not give preferential treatment to any person or organization based solely on the identity of the person(s) or organization(s).

3 Confidential, Private and Sensitive Information:

- (1) Council will protect information not routinely releasable, considered sensitive, subject to FOIP, and/or identified verbally or in writing as confidential.
- (2) While in office and after leaving office, Council members must not make use of confidential information or take improper advantage of knowledge gained due to the member's position on Council.

4 Outside Employment and/or Business Activities:

- (1) Council members may engage in outside employment or business activities provided it does not unduly interfere with the performance of their duties as a Council member.

5 Use of City Property, Resources and Services:

- (1) Council members may use laptops and other wireless devices provided by The City for personal use. Council members may not use any other City resources, property, equipment, services, information or supplies to pursue their private interest or the interests of someone they know.

6 Social Media/Networking:

- (1) Councillors who maintain their own personal Facebook pages and Twitter accounts to communicate with the public are encouraged to repost or retweet official City of Red Deer tweets but must not share confidential information or information that has not yet been officially released by The City of Red Deer.
- (2) Council members must keep in mind they are always a representative of The City of Red Deer; accordingly, when engaging in social media activities, even via private channels, City Councillors are encouraged to identify when the views expressed are theirs alone and not official City of Red Deer communication.
- (3) Council members using Facebook and Twitter are encouraged to post the following caveat into the information section of their profiles:

- (a) Facebook: The views here are my own and may not represent official City of Red Deer communication. The City's official Facebook page is [www.facebook.com/thecityofreddeer](http://www.facebook.com/thecityofreddeer).
  - (b) Twitter: Tweets posted by me are my opinion, and may not necessarily represent official @CityofRedDeer communication.
- 7 Political Events, Support and Contributions:
- (1) Council members may participate in political events and/or contribute to a political party or candidate at their own expense and in conformity with legislation.
- 8 Gifts, Hospitality and Other Benefits:
- (1) Council members, in their role, may accept gifts, hospitality, discounts or other benefits associated with their official duties and responsibilities if it meets all of the following conditions:
    - (a) is a normal accepted expression of courtesy of a business relationship and would not raise questions about the member's objectivity and impartiality and would not compromise the integrity of Council or The City.
    - (b) Council members will file a disclosure with the Legislative Services Manager for all accepted gifts, discounts, or hospitality valued at greater than \$50.
    - (c) Disclosures will be reported publicly on a quarterly basis.
  - (2) Council members or any member of their family will not solicit or accept any gift or other advantage (i.e. gifts, hospitality or discounts) that could, or be perceived to, influence the member of Council in the exercise of an official power, duty or function.
  - (3) Council members will refuse or return improper gifts or benefits; if there is no opportunity to refuse or return an improper gift or benefit, or where refusal or return may be seen as offensive for cultural or other reasons, the gift or benefit must be disclosed and turned over to the Mayor to make a suitable disposition of the item.
- 9 Cell Phones:
- (1) Council members will turn cell phones to vibrate during Council meetings and retreats.
    - (a) Council members may text during Council meetings.
    - (b) Council members will step out of a meeting to receive a call.
- 10 Restriction of Agency:
- (1) Council members will not appear as a paid agent of a third-party before Council or any of its committees or local boards.

**11 Conflict of Interest:**

- (1) Council members must avoid conflict of interest with respect to their fiduciary responsibility.
- (2) Members of Council will annually disclose their involvements with other organizations, vendors, or any associations that might be or might reasonably be seen as being a conflict.
- (3) When Council is to decide upon an issue, about which a Council member has a conflict of interest, that member will disclose that conflict prior to Council deliberation and absent himself or herself from the deliberation and vote.
  - (a) A Council member who abstains from voting due to a conflict of interest is still included in determining quorum.
  - (b) The minutes will record all declarations of conflict of interest.
- (4) Council members will not use their position on Council to obtain employment in the organization for themselves, family members or close associates.
- (5) An interest in common is not a conflict of interest; therefore, Council members may be eligible to vote.

**12 Pecuniary Interest:**

- (1) A pecuniary interest is a conflict of interest; accordingly, Council members will adhere to the provisions of the Municipal Government Act.
- (2) Council members will annually disclose to Legislative Services (LS) the name or names of:
  - (a) their family,
  - (b) the Council member's employer(s)
  - (c) each corporation, other than a distributing corporation, in which the member of Council is a shareholder, director or officer,
  - (d) each distributing corporation in which the member of Council beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Council member is a director or officer.

**13 Bias:**

- (1) A member of Council will not have a 'closed' mind to discussion or presentation of a matter that requires a decision of Council.
  - (a) When a bias or perception of bias is identified by a Council member themselves, another member of Council, a citizen or a staff member, the Mayor will be informed of the bias or perceived bias. The Mayor will then disclose the bias or perceived bias to Council in confidence. Council will determine whether the Council member in question may participate in the deliberation and vote.

- 14 Primacy of the Council Table / Compliance with Decision Making:
- (1) Council members may respectfully disagree with other members of Council.
  - (2) Council members will uphold and respect Council decisions:
    - (a) irrespective of the Council member's personal position on the issue
    - (b) in the event of absence from an open Council meeting.
  - (3) Council member's interaction with the City Manager or staff must recognize the lack of individual authority except when explicitly authorized by Council as a whole.
  - (4) Council members will make no formal or public evaluations of the Mayor, Council members, or City Manager outside of the official process.
- 15 Respectful Workplace:
- (1) Council members will establish and model a respectful workplace where they will not speak disrespectfully about the organization, other members of Council or the performance of employees of the City Manager.
- 16 Dispute Resolution:
- (1) Council members will work to resolve conflict between one another, using one or more of the following options.
    - (a) Council members may first attempt to speak directly with the Council member they perceive to have an issue with.
    - (b) Council members may seek assistance from the Mayor, City Manager or City Clerk as appropriate. This person may hold a meeting with those parties directly involved in the situation.
    - (c) As a last option, Council members may document and submit the issue for discussion with the whole of Council. Council shall consider the facts surrounding the complaint, and discuss the findings and recommendation to move forward with a formal decision in a closed meeting of Council.
- 17 Compliance with the Code of Conduct:
- (1) Council members will uphold and promote the principles of the Code of Conduct.
  - (2) Council members must report known or perceived violations of the Code of Conduct, using one or more of the three options:
    - (a) A Council member who perceives or is aware of a violation of the Code of Conduct may speak directly with the person.
    - (b) Council members may discuss concerns of a violation of the Code of Conduct to the Mayor, City Manager or LS Manager.
    - (c) Where the situation warrants, Council members may report the concern to the whole of Council. An inquiry and/or investigation will be undertaken as directed by Council and may result in:
      - (i) verbal warning and/or censure
      - (ii) written warning and/or censure
      - (iii) public censure

(iv) other measures as determined by the whole of Council in order to restore the accountability of Council.

**Document History:**

Policy Adopted	October 15, 2012
Policy Revised	March 18, 2013

**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
October 6, 2017	Updated to current format.

**Appendix A: Declaring Interests Flowchart**

