

## TOWN OF HIGH PRAIRIE

<b>Policy Number</b> No. 62- 2014	<b>Approval Date</b> March 26, 2014	<b>Resolution Number</b> 240/14
<b>Supersedes</b>	<b>Effective Date</b> March 26, 2014	<b>Legal Authority</b>
<b>Amendments:</b>	<b>Amendment Date</b>	<b>Amendment Resolution Number</b>

### **TITLE: COUNCIL CODE OF CONDUCT POLICY**

#### **Definition of a Policy:**

A policy is a formalized written plan of action on what to do in a given certain circumstance or situation.

#### **Purpose of this Policy:**

This policy is intended to act as a basis for good governance. The Town of High Prairie Council commits to ethical and lawful conduct, including proper use of authority and appropriate decorum when acting as Council Members.

### **1.0 Standard of Conduct**

- a. Members of Council shall consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interest of the municipality.
- b. The primary obligation of Council members is to represent the best interest of the Town of High Prairie. This supersedes any conflicting commitment such as that to advocacy for interest groups and membership on other boards or committees. The accountability to the Town is paramount to all other interests.
- c. Council members will participate generally in developing and evaluating the policies and programs of the municipality.
- d. Council members shall hold themselves to the highest standard when engaging in any form of public conduct

## **2.0 Respect for the Decision Making Process**

- a. All members of Council shall respect Council's resolutions (decisions) even if they are in disagreement. Members of Council shall hold sacred the democratic decision making process.
- b. Debates shall be healthy and limited to the decisions that affect the programs, bylaws and policies of the Town. Council members shall show respect for all other members of Council and Town Administration.

## **3.0 Release of Confidential Information**

Council members shall respect the confidentiality of sensitive items discussed in-camera. Council members will keep in confidence matters discussed in-camera at a Council or Committee meeting until discussed at a meeting held in public.

## **4.0 Acceptance of Gifts**

A member of Council shall report any reward, gift, or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

## **5.0 Conflict of Interest**

Council members shall avoid any conflict of interest with respect to their monetary responsibility. Section 170 of the MGA deals extensively with pecuniary interest.

## **6.0 General**

- a. Council members shall discharge their duties in a manner that respects the dignity of individuals and in accordance with the Human Rights Code, the Charter of Rights and Freedom (Canada), and the Freedom of Information and Protection of Privacy Act.
- b. Members of Council shall at all times conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration.
- c. Provide leadership to the Chief Administrative Officer as a body and respect the role of the Chief Administrative Officer as the only employee of Council.

Approved by Council: \_\_\_\_\_  
Date