



Riverdale Municipality

Policy Number HR_05-15	<i>Council Code of Conduct Policy</i>
Date	Resolution Number
References Council, CAO, Employees	Mayor _____ CAO _____

Being a policy to deal with conduct of council of Riverdale Municipality:

Overview

- The Council Member Code of Conduct (the Code) serves as a guide to Members of Council in the individual conduct of their official duties. While focused on Members of Council, obligations for staff conduct are also identified throughout the Code.
- The Code represents general standards. The Code does not replace Council Member's roles, responsibilities, actions and behaviors required by various statutes, by-laws and policies. The Code does not replace personal values or ethics held by individual Members of Council.
- The onus is on the individual Member of Council to ensure adherence to the Code.

General conduct

- Members of Council and staff will work together for the common good of the Municipality, and when representing Riverdale Municipality,



Riverdale Municipality

Members of Council will maintain high standards of personal and professional conduct.

- Members of Council will preserve the trust and confidence placed in them by the Municipality and the community by conducting themselves with integrity, competency and impartiality.
- Members of Council will act in a manner which promotes an environment conducive to a productive exchange of ideas and solutions in an atmosphere of mutual respect and fairness.

Open, transparent government

- Members of Council will advocate behavior and actions which promote open communication among, and with, the public.
- Members of Council are advocates for the public process, and will ensure that decisions are made in an open, transparent and democratic manner.
- Members of Council will promote public consultation and involvement in the decision making process.

Customer service excellence

- All citizen communications will be handled in a courteous and respectful manner. An objective and impartial attitude will be maintained in dealing with all citizens as they have a right to present their views and have their concerns addressed.



Confidential information

- Members of Council have access to confidential information by virtue of their position with Riverdale Municipality.
- The procedures established by the Municipality to ensure the security of confidential information in accordance with the *Freedom of Information and Protection of Privacy Act* (FIPPA) will be followed by Members of Council and such information will not be disclosed by any means.

Conflict of interest

- A conflict of interest exists where the civic objectives of an elected official are in conflict with their private goals.

Members of Council will not:

- Engage in any business transactions or have financial or other personal interests that are inconsistent with the impartial discharge of their civic obligations.
- Deal with any application, agreement or contract with Riverdale Municipality for any loan, grant, award, land matter, employment or other benefit in which they, their immediate family, affiliated organizations or their employer have a direct or indirect pecuniary interest.
- Gain personal benefit, directly or indirectly from any knowledge about Municipal-related



matters other than a benefit shared with the public in general.

- Disclose or release, by any means, confidential information which they have acquired by virtue of their position with Riverdale Municipality for personal or private gain, or for the gain of their relatives, affiliated organizations or their employer.

Gifts, benefits, services and hospitality

- In order to preserve the image and integrity of Riverdale Municipality, business gifts to Members of Council are discouraged. The Municipality recognizes that moderate hospitality is an accepted courtesy of a business relationship.
- There will be no solicitation of gifts, benefits, services or hospitality in recognition of the fulfillment of Council Member's official duties.
- Generally, the Head of Council or Chief Administrative Officer will be the official recipient of those gifts afforded to the Municipality for ceremonial, symbolic, protocol or official business purposes. Members of Council will turn over such a gift to the Head of Council or Chief Administrative Officer. Wherever possible, ceremonial, symbolic, protocol or official business gifts should be presented at a meeting of Council.
- Members of Council will be required to exercise their personal judgment of the provisions of this Section.



Council / staff working relationships

- Members of Council are elected legislators and representatives of their constituents. Staff, are responsible for implementing the decisions of Council, and ensuring the efficient and effective operation of municipal services.
- Members of Council and staff will work cooperatively based on shared values of honesty, trust, mutual respect and leadership for continuous improvement.
- Members of Council's requesting information or service should seek that information or service from the Chief Administrative Officer, who will provide an appropriate and timely response to that request.

Municipal resources

- Unless otherwise authorized, Members of Council will only use Municipal property, facilities, purchasing provisions, equipment, supplies and services for activities associated with the discharge of their official duties.
- Municipal resources, including facilities, purchasing provisions, equipment, supplies and services will not be used for any election campaign activities. The Office of the Chief Administrative Officer may establish administrative procedures and practices to ensure all candidates in an election or by-election are not given access to Municipal resources for campaign purposes in an election period.



Riverdale Municipality

- During their established work schedule, staff are prohibited from any form of involvement in election campaign activities.
- The office of the Chief Administrative Officer shall provide all candidates in an election or by-election with an electronic or hard copy of the Municipal Voters List and relevant election materials upon request.

Public access to Council Member Code of Conduct

- A copy of this Policy shall be made available to any member of the public, and shall be provided to those individuals who request the municipal election or by-election council candidate information package.