



City of St. Albert
CITY COUNCIL POLICY

Council Members' Code of Conduct

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C486-2001	09 24		C588-2002	11 02
					C352-2010	06 21
					C298-2014	05 26
					C341-2015	07 06
					C235-2016	04 16

Purpose

To articulate a Code of Conduct for members of Council, by which each member will conduct himself or herself.

Policy

Council members commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members. In support of this commitment, Council members adhere to a defined Code of Conduct, which each member shall affirm during Council's official inauguration following a general election.

Standards

1. The primary obligation of Council members is to represent the best interests of the community of St. Albert. This accountability supersedes all other interests.
2. Where Council members are appointed as members of committees or boards, they serve in a liaison role, but not necessarily as an advocate for the committee or board.
3. Council members' attendance at meetings or official events required by bylaw, policy, procedure, committee terms of reference, or Council resolution shall be recorded and reported quarterly by the City Manager on the City's website.
4. Council members must avoid conflicts of interest.
 - a. There shall be no self-dealing or any conduct of private business or personal services between any Council member and the corporation except as provided by the *Municipal Government Act* (MGA).
 - b. Council members shall not use their positions to obtain employment with the corporation for themselves, family members, or close associates.
 - c. Council members will disclose their affiliations or interests with an organization that may affect their decision making on matters before Council regarding that organization.



5. Council members are ineligible to apply or be considered for any position with the City of St. Albert while they hold their elected position and for one year after leaving office.
6. Council members will not attempt to exercise individual authority over the corporation.
 - a. Council members' interaction with the City Manager or with City staff must recognize the lack of authority vested in individuals except when explicitly Council-authorized.
 - b. Council members' interaction with the public, media, or other entities must recognize the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions, unless expressing personal opinion(s).
 - c. Any Council members' comments on unsatisfactory staff performance will be directed to the City Manager. Council members will also avoid public comment on unsatisfactory staff performance.
7. Council members will respect the confidentiality of issues that are determined by policy of Council to be confidential, including but not limited to matters of a deliberative nature.
8. Council shall hold Council Self-Evaluation Sessions every twelve months. Council Self-Evaluation Sessions may include reviews of Council's working relationships and whether the working relationship is, or has been, inconsistent with Council's Values, approved plans, goals and objectives, Code of Conduct, or any other City policy or bylaw.
9. Council members shall not use electronic devices to communicate by such means as e-mail, text or social media during a Council meeting, except to communicate with members of Administration in order to facilitate the efficiency of proceedings of the Council meeting, or to respond to family members or emergencies.
10. Council members are encouraged to pursue ongoing professional development.
11. Council members shall not accept gifts or other benefits that are connected directly or indirectly with their public service role, other than the nominal exchange of gifts (i.e., less than \$100 in value), normal exchange of hospitality, or tokens exchanged in accordance with protocol.
12. Council's summarized Code of Conduct is provided within Schedule A to this policy.
13. Council shall review this policy, at minimum, every four years from the date of its last revision.



14. Council correspondence shall adhere to professional standards with ethical, businesslike and lawful conduct.

Legal References: *Municipal Government Act*, Sections 169-179; *Freedom of Information and Protection of Privacy Act*

Cross References: Policy C-CG-01, Council's Vision, Mission and Values; Policy C-CG-05, Mayor and Councillor Roles; Policy C-CG-06, Strategic Framework; Policy C-CG-11, Community Vision and Pillars of Sustainability



Schedule A
To Council Policy C-CG-08 Council Members' Code of Conduct

Members of Council for the City of St. Albert hereby commit to the following Code of Conduct, including that each will:

- a. **COMMIT** to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as a Council member;
- b. **REPRESENT**, as a primary obligation superseding all other interests, the best interests of the community of St. Albert;
- c. **SERVE** in a liaison role, but not necessarily as an advocate for a committee or board, when appointed as a member of committees or boards;
- d. **AVOID** conflicts of interest, by refraining from self-dealing or any conduct of private business or personal services between any Council member and the corporation, except as provided by the *Municipal Government Act*;
- e. **NOT USE** their positions to obtain employment with the corporation for themselves, family members or close associates;
- f. **DISCLOSE** their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
- g. **NOT ATTEMPT TO EXERCISE** individual authority over the corporation, including the City Manager or any City staff who report directly or indirectly to the City Manager.
- h. **RECOGNIZE**, when interacting with the City Manager or with staff, the lack of authority vested in individuals except when explicitly Council-authorized;
- i. **RECOGNIZE**, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions or express personal opinions;
- j. **DIRECT** any comments on unsatisfactory staff performance to the City Manager;
- k. **AVOID** public comment on unsatisfactory staff performance;
- l. **RESPECT** the confidentiality of issues that are determined by policy of Council to be confidential, including but not limited to matters of a deliberative nature.
- m. **REFRAIN** from using electronic devices to communicate during Council meetings.
- n. **NOT ACCEPT** gifts or other benefits when serving in the role of Council member, other than the nominal exchange of gifts (less than \$100 in value), normal exchange of hospitality, or tokens exchanged in accordance with protocol.

