

**VILLAGE OF HALKIRK**

**BYLAW No 2018 -2**

**COUNCIL CODE OF CONDUCT BYLAW**

**WHEREAS** the Municipal Government Act, Revised Statutes of Alberta 2000, authorizes municipalities to pass Bylaws regarding a code of conduct governing the conduct of councilors;

**AND WHEREAS** the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

**AND WHEREAS** the public is entitled to expect the highest standards of conduct from the members that it elects to Council for the Village of Halkirk;

**AND WHEREAS** the Village of Halkirk wishes to adopt a Code of Conduct Policy for Council so they may carry out their entrusted duties , recognizing that the function of Council Members is at all times service to the community and the public; and

**NOW THEREFORE** the Council of the Village of Halkirk in the Province of Alberta, duly assembled, enacts a Code of Conduct Policy for Council, attached hereto as "Schedule A".

**GENERAL:**

Members of Council shall:

Govern their conduct in accordance with the requirements and obligations set out in municipal provincial and federal legislation including adherence to all policies procedures and Bylaws of the Village of Halkirk;

Govern their conduct in accordance with "Schedule A" of this Bylaw;

Preserve the integrity and impartiality of Council;

Members of Council shall uphold the intent of this bylaw and govern their actions accordingly.

The Code of Conduct Bylaw and Schedule A Council Code of Conduct Policy shall be reviewed every four years after it is passed.

Read a First Time this 14<sup>th</sup> day of March 2018

Read a Second Time this 14<sup>th</sup> day of March 2018

And with the Unanimous Consent of Council, Read a Third Time, and Passed, this 14<sup>th</sup> day of March 2018.

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Mayor Dale Kent

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Administrator Doris Cordel

## **VILLAGE OF HALKIRK POLICY**

### **SCHEDULE "A" BYLAW 2018-2**

#### **CODE OF CONDUCT FOR MEMBERS OF VILLAGE COUNCIL**

##### **Purpose:**

Citizens have a right to expect from its local Municipal Government, actions that are conducted with integrity and in a professional manner. Therefore it is imperative that there not be, nor appear to be, any conflict between the private interests of elected officials and appointed board members and their duty to the public. This document will serve to notify both members of the public and those who hold municipal office, of the standards and expectations for their conduct. Council will govern in accordance with the requirements and obligations set out in the municipal legislation of Province of Alberta (Municipal Government Act).

##### **Respect:**

Council is committed to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when performing their duties.

- Members of the public and other members of Council will be addressed with courtesy and respect.
- There will be no discrimination or harassment of the public, administration or other members of Council.
- Members of Council will always display the highest standards of interpersonal behaviour.

##### **Effective Governance:**

Council is committed to representing, as a primary obligation, the best interests of the entire community, in the most efficient manner possible.

- Members of Council will preserve the integrity and impartiality of Council.
- Members of Council will acknowledge, when interacting with the Chief Administrative Officer or with other administration, the lack of authority vested in a Councillor except when explicitly Council authorized. The Chief Administrative Officer is responsible for staff and their performances and for ensuring that Council policies are implemented.
- Members of Council will not attempt to exercise individual authority over the corporation and will fairly and objectively communicate Council decisions even if in personal disagreement.

**Conflict of Interest:**

- Members of Council will undertake to avoid conflict of interest, by refraining from self-dealing or any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act.
- Members of Council will not use their positions to obtain employment with the corporation for themselves, family members or close associates.
- Members of Council will not use confidential information for the personal profit of themselves or any other person.
- Members of Council will disclose any affiliations or interest with an organization that may affect, or may be perceived to affect, their decision making on matters before Council regarding that organization.

**Procedures:**

- All members of Council will respect issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone.
- All of Council practices will be open, fair and accountable to the public.
- Members of Council will perform their corporate responsibilities in a transparent manner in accordance with legislative requirements.
- Policy Breaches shall be discussed In Camera as per the *Freedom of Information and Protection of Privacy Act( FOIPP)*. Decisions regarding remedial actions shall be by Council resolution and may include: an apology by the Member of Council; Removal of the Member of Council from Committees; Removal of the Member of Council from Appointed Council positions; or, Educational training on ethical and respectful conduct.
- All members of Council will acknowledge their support of this policy by signing the Statement of Commitment "Schedule B" annually, to show they have received and read the policy.

VILLAGE OF HALKIRK POLICY

SCHEDULE "B" BYLAW 2018-2

CODE OF CONDUCT FOR MEMBERS OF VILLAGE COUNCIL

*Annual Statements of Commitment to the Council Code of Conduit Policy  
for Members of Village of Halkirk Council.*

I, \_\_\_\_\_, hereby declare  
that as an elected Member of the Village of Halkirk Council, I acknowledge and support  
the Code of Conduct Policy for Members of Council .

Signed: \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Before Me:

\_\_\_\_\_

Administrator