


**TOWN OF CARLYLE
POLICY MANUAL**

Policy Description: Council Code of Conduct	TOWN OF CARLYLE	
Policy Number: COU 0010	Original Date: April 17, 2002 Revised: Oct. 12, 2011 Reviewed: May 6, 2020	

Purpose of Policy: The Code of Conduct Policy provides elected members of the Carlyle Town Council with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issues of ethical responsibility and encourages greater transparency and accountability. *This policy is to be used in conjunction with Bylaw No. 2016-07, the Code of Ethics Bylaw.*

The Code of Conduct incorporates four fundamental aims to result in:

- a) Better decision making;
- b) Greater community participation in the decisions and affairs of the Council;
- c) Greater accountability of the Council to its community;
- d) More efficient and effective local government.

The Code provides a guide and a basis of expectations for elected members. It encourages commitment to ethical and professional behavior and outlines principles in which individual and collective local government responsibilities may be based.

Rules of Conduct: Elected members acknowledge their activities, behavior and statutory compliance obligations may be scrutinized in accordance with prescribed rules of conduct as described in *The Municipalities Act* and Regulations.

Role of Elected Members: An elected member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Town of Carlyle will be the focus of the elected member's public life.

An elected member is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- Achieving sound financial management and accountability in relation to Council's the Town's finances;
- Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;

- Working with other governments and organizations to achieve benefits for the community at both a local and regional level;
- Having an awareness of the statutory obligations imposed on elected members and on the Town of Carlyle.

Conflict and Disclosure of Interest:

Conflict of Interest:

- a) Elected members will ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfillment of their professional duties.
- b) Elected members will lodge written notice with the Chief Administrative Officer describing an intention to undertake a dealing in land within the Town of Carlyle or which may otherwise conflict with the Council's functions (other than purchasing the principal place of residence).
- c) Elected members who exercise a function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- d) An elected member is to disclose any interest he or she has in the matter to be discussed at a council or committee meeting that will be attended by the member. Any disclosure is to be made at the meeting immediately before the matter is discussed and is to be recorded in the minutes of that meeting.

Financial Interest: Elected members will adopt the principles of disclosure of financial interest as contained within *The Municipalities Act*.

Disclosure of Interest:

- a) Elected members will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

Personal Benefit:

- a) **Use of Confidential Information:** Elected members will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organization.
- b) **Improper or Undue Influence:** Elected members will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Conduct of Elected Members:

Personal Behaviour:

- a) Elected members will:
 - a. Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code.

- b. Perform their duties impartially and in the best interests of the Town of Carlyle, uninfluenced by fear or favor.
 - c. Act in good faith (i.e., honestly, for the proper purpose and without exceeding their powers) in the interests of the Town of Carlyle and the community.
 - d. Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment.
 - e. Always act in accordance with their obligation of fidelity to the Town of Carlyle.
- b) Elected members will represent and promote the interests of the Town of Carlyle, while recognizing their special duty to their own constituents.
 - c) Elected members will:
 - a. Bring to notice of the Mayor any dishonesty or possible dishonesty on the part of any other member and, in the case of an employee, to the Chief Administrative Officer.
 - b. Be frank and honest in their official dealings with each other.
 - d) Elected members will, at all times, exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits.
 - e) Elected members will be as informed as possible about functions of the Council, and treat all members of the community honestly and fairly.
 - f) Elected members will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution cannot be achieved, with the Chief Administrative Officer.
 - g) Elected members will give effect to the lawful policies of the Town of Carlyle, whether or not they agree with or approve of them.
 - h) Elected members will ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.
 - i) Elected members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

Corporate Obligations:

- a) Elected Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so, elected members should acknowledge that:
 - I. As a member of Council, there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - II. Information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - III. The official decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;

- IV. Information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Elected Members and Staff: An effective elected member will work as part of the Council team with the Chief Administrative Officer and other members of staff. That teamwork will only occur if elected members and staff have a mutual respect and cooperate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that, elected members need to:

- a) Accept that their role is a leadership, not a management or administrative one;
- b) Acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- c) Refrain from publicly criticizing staff in any way that casts aspersions on their professional competence and credibility.

Appointments to Committees: As part of their representative roll, elected members are often asked to represent the Council on external organizations. It is important that elected members:

- a) Clearly understand the basis of the appointment;
- b) Provide regular reports on the activities of the organization.

Dealing with Council Property:

- a) Elected members will:
 - I. Be scrupulously honest in their use of the Town of Carlyle's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body.
 - II. Use the Town of Carlyle's resources entrusted to them effectively and economically in the course of their duties.
 - III. Not use the Town of Carlyle's resources (including the services of staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorized to do so, and appropriate payments are made (as determined by the Chief Administrative Officer).
- b) Elected members will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Town of Carlyle, in accordance with Town of Carlyle policy.