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Title: Code of Ethics and Conduct for Councillors



Policy No. 1014

Approval: County Council



Effective Date: April 11, 2007

Supersedes Policy No: New

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**Policy Statement:**

The Councillors of Mountain View County have been elected to provide effective governance and leadership for the community.

As a sign of their commitment to this Code of Ethics and Conduct, this Policy has been adopted by Council and the Summary Statement has been signed by each Councillor individually. It will be used to guide the behaviour of Councillors and provide a mechanism of accountability on issues of good governance.

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**Purpose:**

Councillors of Mountain View County recognise the importance of maintaining the highest levels of integrity and ethical behaviour.

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**Principles:**

1. The Code of Ethics and Conduct will be reviewed annually by Council at the Organizational Meeting to ensure it continues to remain relevant.
2. This policy will be used to guide the behaviour of Councillors and provide a mechanism of accountability on issues of good governance.
3. Councillors agree to sign the Summary Statement on the Code of Ethics and Conduct for Councillors as provided in Appendix B for display in the Council Chamber and for publication.

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**1. Definitions**

- 1.1. Conflict of Interest means a situation that occurs when a Council or Council committee is performing a function to which the Common Law imposes a duty that Councillors have an open mind and are free of perception of bias. An example of such a situation occurs when Council is deciding on a land use redesignation of a parcel, which redesignation is supported by some land owners and opposed by others. If a Councillor does not believe he or she is free of bias there is a conflict of interest.

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- 1.2. Electoral Advertisement means an advertisement, handbill pamphlet or notice that contains electoral matter, but does not include an advertisement in a newspaper announcing the holding of a meeting.
- 1.3. Pecuniary Interest means that situation as defined and regulated by the Municipal Government Act.

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## 2. Code of Ethics for Councillors

- 2.1. In providing for the good governance of its community, the Council of Mountain View County has adopted the following ethics to apply to all Councillors to ensure that they act honestly, in good faith and in the best interest of Mountain View County as a whole:

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- 2.1.1. Councillors agree to respect the personal views of other Councillors and the decisions of Council;
- 2.1.2. Councillors agree that they may publicly express their own opinions on Council matters but not so as to undermine the standing of Council in the community;
- 2.1.3. The Councillor appointed as Reeve agrees to always represent the opinion or position of Council when speaking publicly, except where statements are identified as solely representing his/her Division;

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- 2.1.4. Councillors agree that they will incur expenditures in a responsible manner;
- 2.1.5. Councillors agree to avoid situations where pecuniary interest or conflict of interest would apply;
- 2.1.6. Councillors agree to act with integrity and respect when interacting with Council, staff and members of the public;
- 2.1.7. Councillors agree to demonstrate fairness in all dealings and conduct and be open with and accountable to the community at all times, and

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- 2.1.8. Councillors agree to conduct themselves in a manner that they would be prepared to acknowledge to other Councillors and members of the Mountain View community.

## 3. Application of the Code of Ethics for Councillors

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- 3.1. Respect for Other Councillors' Personal Views
  - 3.1.1. Informed decision making and ultimately good governance is derived from healthy debate through the exchange of views by Councillors in the appropriate forum – the Council Chamber as the seat of government.

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3.1.2. Whilst Councillors will sometimes disagree with the views of their colleagues, good decision making will be enhanced if those views can be heard and considered.

3.1.3. All Councillors are given an opportunity to respond to the views of others through the Chair; these responses should be made in a well spirited and responsible manner so as to promote healthy debate and ultimately lead to good decision making.

3.1.4. All Councillors should feel confident to be able to express their views in the Council chamber without unnecessary interruption.

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3.2. Respect for Council Decisions

3.2.1. Council decisions result from a majority of Councillors voting in a particular way. Not all decisions are unanimous and Council recognises that individual Councillors are entitled to their own opinions.

3.2.2. Unless subsequently revoked or amended, a decision of Council is legally binding and must therefore be implemented.

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3.2.3. Without compromising the rights of individual Councillors to maintain opposition to a Council decision those Councillors must both accept and respect the decision made by the majority of their fellow Councillors through the democratic voting process.

3.2.4. Whilst it is acceptable for an individual Councillor to publicly state that they did not vote in line with the majority of their Council colleagues, this must always be done in a manner that is respectful of the Council's decision.

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3.3. Public Comment

3.3.1. Whilst Councillors are entitled to publicly express their own opinions on Council matters, this should be done with open acknowledgement of and respect for any Council or committee decision that does not support a Councillor's view point.

3.3.2. Individual Councillors, and the Reeve where statements are identified as solely representing his/her Division, may publicly disagree with a decision of Council or a committee but shall refrain from making any statements likely to damage the public perception of Council or the committee.

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3.4. Reeve

3.4.1. The Reeve is the official spokesperson for Council. Any comment made by the Reeve will be perceived by the community to represent the views or position of Council on a particular matter.

3.4.2. Accordingly, any official public comment made by the Reeve must reflect Council's position, regardless of the Reeve's personal views, except where statements are identified as solely representing his/her Division.

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3.5. Councillor Expenditure

- 3.5.1. When incurring expenditure on behalf of Council, Councillors are required to act responsibly, as public monies are expected to be used for the public good.
- 3.5.2. Councillors shall avoid situations where an expenditure can be questioned as inappropriate and create adverse comment that might result in undermining the standing of Council in the community.
- 3.5.3. County Policy provides detailed guidelines about the nature of expenditures that Councillors can be reimbursed for. This policy should be adhered to at all times.

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3.6. Interaction with Staff and the Public

- 3.6.1. Councillors will respect the professional opinions of Mountain View County staff and be mindful that the Chief Administrative Officer is exclusively responsible under the Act for directing those staff.
- 3.6.2. Whilst it is acknowledged that Councillor / Staff interaction can be beneficial, Councillors must not abuse the relationship by attempting to take advantage of their position as a Councillor.
- 3.6.3. It is expected that Councillors will act with integrity when interacting with staff. Requests for information will be directed to the Chief Administrative Officer or in the manner specified by the Chief Administrative Officer. Councillors will at all times refrain from behaviour which may be considered to be bullying of staff.

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3.6.4. Councillors will treat all people with courtesy and respect:

- a. recognising that there are legitimate differences in opinions;
- b. equally regardless of race, culture, religion, language, gender, disabilities or occupation;
- c. dealing with all persons in good faith and without bias, ensuring equity of access to County services, and
- d. providing an adequate opportunity for persons to state their position.

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3.7. Support for Actions

- 3.7.1. Prior to taking any action, Councillors should ask themselves whether their intended action will ultimately be supported by other Councillors and the Mountain View community. This test is designed to promote objectivity in the mind of a Councillor to best ensure appropriate conduct. Councillors will, if in doubt, consult the Reeve or the Chief Administrative Officer beforehand.

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4. Pecuniary Interest

- 4.1. Councillors will, at all times, adhere to the requirements of the Municipal Government Act in declaring pecuniary interests.
- 4.2. The Municipal Government Act includes the following provisions regarding Pecuniary Interest:

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**169** In this Division,

- (a) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting shares” have the meanings given to them in the *Business Corporations Act*;
- (b) “councillor’s family” means the councillor’s spouse or adult interdependent partner, the councillor’s children, the parents of the councillor and the parents of the councillor’s spouse or adult interdependent partner;
- (c) “spouse” means the husband or wife of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

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**Pecuniary interest**

**170(1)** Subject to subsection (3), a councillor has a pecuniary interest in a matter if

- (a) the matter could monetarily affect the councillor or an employer of the councillor, or
- (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.

**(2)** For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- (a) the person directly,
- (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) a partnership or firm of which the person is a member.

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(3) A councillor does not have a pecuniary interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
  - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
  - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,

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(i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,

(j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or

(k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

**(4)** Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

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**172(1)** When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

(a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,

(b) abstain from voting on any question relating to the matter,

(c) subject to subsection (3), abstain from any discussion of the matter, and

(d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

**(2)** If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

**(3)** If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

(a) it is not necessary for the councillor to leave the room, and

(b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

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(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

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(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

**173** No agreement with a municipality under which a councillor of the municipality has a pecuniary interest is binding on the municipality unless

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(a) the agreement is for work in an emergency,

(b) the agreement is

(i) for the sale of goods, or

(ii) for the provision of services to the municipality or to persons contracting with the municipality

at competitive prices by a dealer in those goods or services that is incidental to or in the ordinary course of the business,

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(c) the proposed agreement is approved by council before the agreement is signed by the municipality, or

(d) the agreement was entered into before the term of the councillor started.

## 5. Application of the Pecuniary Interest Requirements of the Municipal Government Act

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5.1. The Council is committed to making all decisions impartially and in the best interests of the whole County. It therefore recognises the importance of fully observing the requirements of the Municipal Government Act in regard to the disclosure of Pecuniary Interest.

5.2. If the Councillor believes that they have, or might reasonably be perceived to have, a Pecuniary Interest in a matter before Council or a committee of Council;

5.2.1. They will clearly state the general nature of their Pecuniary Interest at the meeting before the matter is considered. This will be done on every occasion that the matter is considered by the Council or committee.

5.2.2. If a Councillor has a Pecuniary Interest in a matter they will comply with the requirements of the Municipal Government Act and will ensure they do not discuss the matter before Council or the committee and that they leave the room in which the meeting is being held when required to do so, except they may return to the

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room if the Councillor as a taxpayer, an elector or an owner has a right to be heard by the Council.

- 5.3. The decision as to whether a Councillor has a Pecuniary Interest, or might reasonably be perceived to have a Pecuniary Interest is a decision for the Councillor to make.
- 5.4. Councillors shall follow the following procedure when they believe that they have a Pecuniary Interest in a matter before Council or a committee of Council:

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- 5.4.1. Councillors shall notify the Reeve or the Chair of the meeting, before the matter is considered, that they have a Pecuniary Interest.
- 5.4.2. Councillors shall complete the "Disclosure of Interest" form (see Appendix A) prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Chair, read into the minutes, and delivered by the Chair to the recording secretary or the Chief Administrative Officer.
- 5.4.3. The Chief Administrative Officer shall ensure that the completed "Disclosure of Interest" forms are filed appropriately.

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## 6. Conflict of Interest

- 6.1. In declaring a Conflict of Interest and dealing with Conflict of Interest situations a Councillor shall comply with this policy. Section 7 of this document sets out these requirements in detail.
- 6.2. When a Councillor is of the opinion that their interest in a matter is a Conflict of Interest as defined by this policy the Councillor shall follow the steps provided in Section 7 of this policy.

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- 6.3. The acceptance of certain gifts can create a conflict of interest. Apart from token gifts, Councillors are required to declare in writing to the Chief Administrative Officer the acceptance or rejection of any gifts.
  - 6.3.1. Whilst token and minor gifts can be accepted, material gifts of reasonable value should either be rejected or conditionally accepted (on behalf of Council) on the basis that the donor be informed at the time that the gift will be donated to a local charity.

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- 6.3.2. This does not apply to gifts of appreciation or symbolic donations to the wider Mountain View community that are received by a Councillor on its behalf. Such gifts will be forwarded to the Chief Administrative Officer who will temporarily or permanently publicly display the gift at an appropriate venue for the community to enjoy.

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- 6.4. Council information will not be used for any purpose other than to exercise their role as a Councillor.
  - 6.4.1. Councillors will not release information which is to be treated as 'confidential' in accordance with the Municipal Government Act and will, at all times, recognise the

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requirements of the Freedom of Information and Protection of Privacy Act regarding the access, use and release of personal information.

- 6.4.2. Councillors for a period of twelve months after leaving office, agree to abide by this policy, except those provisions related to confidential information that will apply in perpetuity.

## 7. Application of the Conflict of Interest Policy

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- 7.1. The Council is committed to making all decisions impartially and in the best interests of the whole County. It therefore recognises the importance of fully observing the requirements of the Municipal Government Act in regard to the disclosure of Pecuniary Interest and being guided by this policy regarding Conflicts of Interest.

- 7.2. If the Councillor considers that they have, or might reasonably be perceived to have, a Conflict of Interest in a matter before Council or a committee of Council;

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- 7.2.1. the Councillor will clearly state the general nature of their Conflict of Interest at the meeting before the matter is considered. This will be done on every occasion that the matter is considered by the Council or committee.

- 7.2.2. If a Councillor has declared a Conflict of Interest on a matter, they will voluntarily ensure they do not discuss the matter before Council or the committee and that they leave the room in which the meeting is being held.

- 7.3. The decision as to whether a Councillor has a Conflict of Interest, or might reasonably be perceived to have a Conflict of Interest is a decision for the Councillor to make.

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- 7.4. Councillors shall follow the following procedure when they believe that they have a Conflict of Interest in an matter before Council or a committee of Council:

- 7.4.1. Councillors shall notify the Reeve or the Chair of the meeting at the earliest opportunity that they believe that they have a Conflict of Interest.

- 7.4.2. Councillors shall complete the "Disclosure of Interest" form (see Appendix A) prior to the consideration of the matter at the meeting. The "Disclosure of Interest" form shall be received by the Chair, read into the minutes, and delivered by the Chair to the recording secretary or the Chief Administrative Officer.

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- 7.4.3. Council or the committee of Council shall place a motion on the floor to accept the "Disclosure of Interest" by the Councillor, and

- a. on an affirmative vote the Councillor shall leave the room during the discussion and voting on the matter, or
- b. on a negative vote the Councillor shall remain in the room and participate in discussion and voting on the matter.

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- 7.4.4. The Chief Administrative Officer shall ensure that the completed "Disclosure of Interest" forms are filed appropriately.

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**8. Code of Conduct for Councillors**

8.1. In providing for the good governance of its community, the Council of Mountain View County has adopted the following code of conduct to apply to all Councillors to ensure that they act honestly, in good faith and in the best interest of Mountain View County as a whole:

8.1.1. In performing the role and functions of a Reeve, Deputy Reeve, Councillor or a member of a committee, a Councillor

- a. must act honestly
- b. must act in good faith,

8.1.2. A person who is, or has been, a Reeve, Deputy Reeve, Councillor or member of a committee must not make improper use of their position to:

- a. gain, or attempt to gain, directly or indirectly, an advantage for themselves or any other person;
- b. cause, or attempt to cause, detriment to the Council; or
- c. make improper use of information acquired because of their position.

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**9. Dispute Resolution Procedures**

9.1. From time to time difficulties may occur in relationships between individual Councillors. It is expected that Councillors in this situation will use their best efforts to resolve such issues so that they do not interfere with the effective functioning of the Council.

9.2. Councillors shall not use public forums to discuss issues they may be having with other Councillors.

9.3. Where the issues cannot be resolved between the parties and the view of the Reeve is that the impact or potential impact is such that the good governance of Mountain View County may be affected, the following steps will be taken to resolve the matter:

9.3.1. Step 1 - The Reeve shall discuss the issues with the relevant Councillors and attempt to mediate an outcome acceptable to both parties. Should the dispute involve the Reeve, the Deputy Reeve will undertake the mediation.

- a. Councillors will, at all times, attempt to resolve their issues without the need for external assistance as a demonstration of unity and teamwork.
- b. If, however, the matter is not resolved after mediation has been undertaken, Councillors are able to seek advice from the Chief Administrative Officer in an attempt to find solutions.

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9.3.2. Step 2 - Should Step 1 be unsuccessful, the Reeve has the discretion to request, in writing, the Chief Administrative Officer appoint an external professional mediator to be engaged to work through the issues with the relevant parties. In the event that the dispute involves the Reeve, this decision will be made by the Deputy Reeve.

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- 9.3.3. Step 3 - Should the dispute still be unresolved, an independent arbitrator shall be appointed by Council to work with the parties and develop recommendations on how the dispute can be resolved.
- 9.4. Council shall consider these recommendations in a meeting closed to the public in accordance with the Municipal Government Act, and may, on return to the open meeting, adopt a resolution based on these recommendations.
- 9.5. All Councillors shall abide by these resolutions.

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**10. Statement of Procedures During a General Election Period**

10.1. Council Decision Making

10.1.1. It is an established democratic principle that elected bodies should not unnecessarily bind an incoming government during an election period. The Council therefore commits to the principle that it will make every endeavour to avoid making Major Policy Decisions that inappropriately bind the incoming Council during a general election from Nomination Day until the end of the Council term. Major Policy Decisions means decisions:

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- a. relating to the employment or remuneration of a Chief Administrative Officer, other than a decision to appoint an acting Chief Administrative Officer;
- b. to terminate the appointment of a Chief Administrative Officer;
- c. to enter into a contract where the total value exceeds 1% of the Council's revenue from tax rates in the preceding financial year.

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10.1.2. If the Council considers that there are extraordinary circumstances where the municipality or the local community would be significantly disadvantaged by the Council not making a particular Major Policy Decision, the Council will, by resolution, state that it is exempting the decision from the application of this policy.

10.1.3. Prior to the nomination day for any election the Chief Administrative Officer will ensure that:

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- a. Arrangements are in place to avoid significant interruptions to the normal business of council due to the prohibition on making major policy decisions. This may include programming significant tender processes prior to the nomination day.
- b. All staff are aware of the restrictions on major policy decision making during this period through the development and adoption of a procedure outlining changes to normal business practices during the election period.

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- c. All items listed for consideration on the council agenda are checked for compliance with the requirements of this section by the Chief Administrative Officer.

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**11. Use of County Resources During a General Election Period**

- 11.1. It is an established democratic principle that public resources must not be used in a way that would influence the way people vote in elections, except in regard to supporting the actual election process.
- 11.2. The Council therefore commits to the principle that it will ensure that County resources are not used inappropriately during a Council election. This includes a commitment to comply with the following procedures.

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11.3. Electoral Material

- 11.3.1. Council will ensure that it does not authorise, print, publish (including on the internet) or distribute an electoral advertisement after nomination day, unless it only contains information about the election process. Any electoral advertisement is to be taken to be intended or likely to affect voting in an election if it contains an express or implicit reference to, or comment on –

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- a. the election; or
- b. a candidate in the election; or
- c. an issue submitted to, or otherwise before, the voters in connection with the election.

11.4. Other Resources

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- 11.4.1. The Council will also ensure other County resources are not used inappropriately in ways that may influence voting in an election or provide an undue advantage for a candidate during a general election from Nomination Day until the end of the Council term, the election period.

- 11.4.2. This Policy will outline the behaviour expected of Councillors and staff during the election period, and will also clarify the use of the County's financial, human and material resources during this time.

- 11.4.3. The Chief Administrative Officer will ensure that all members of staff are advised in regard to the application of this policy and its procedures including the following:

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- a. staff will not, as part of their employment, undertake any activity that may affect voting in the election, except where it only relates to the election process and is authorised by the Chief Administrative Officer; and
- b. staff will not authorise, use or allocate a County resource for any purpose that may influence voting in the election, except where it only relates to the election process and is authorised by the Chief Administrative Officer.

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- 11.4.4. Any staff member who considers that a particular use of County resources may influence voting in an election or provide an undue advantage for a candidate should advise their manager before authorising, using or allocating the resource. The manager then will seek advice from the Chief Administrative Officer to

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ascertain whether the use of Council resources is in accordance with this Code of Conduct.

11.4.5. In applying these principles, the Council understands that the following will be normal practice during election periods:

- a. Public events will only be organised and run by the County staff if they are part of the normal services or operation of the County.
- b. Speeches for Councillors will only be prepared by staff in relation to events that are part of the normal services or operation of the Council and shall not contain any reference to the forthcoming election or election candidates.
- c. Media services and advice, including media releases, will not be provided for Councillors by County staff during the election period.
- d. County publications produced during the election period will not feature photographs or quotes from Councillors.
- e. Neither the County logo nor County stationery will be used by Councillors in any way that relates to the election.
- f. Information on the County web site will be restricted to Councillor photographs and contact details. References to the election on the web site shall only relate to the process of conducting the election.
- g. Councillor expenses are not to be claimed for campaigning purposes. Claims will only be reimbursed if the expenditure is incurred whilst conducting Council related business in accordance with County Policy.

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11.4.6. In addition, equipment and facilities provided to Councillors for the purpose of conducting normal Council business will not be used for campaigning purposes.

11.4.7. Where Councillors have County funded services, such as mobile phones, land lines, email accounts and internet connections, and where it is impractical for Councillors to discontinue their use of these during the election, Councillors will reimburse the County for usage of those services during the election period that exceeds normal usage levels.

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End of Policy

Approved: April 11, 2007

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Appendix A

**DISCLOSURE OF INTEREST FORM**

Name of Councillor (print): \_\_\_\_\_

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Date of Council / Committee Meeting: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

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Agenda Item No: \_\_\_\_\_

Agenda Item Description: \_\_\_\_\_

Is the disclosure (check one box):

(a) a Pecuniary Interest under the Municipal Government Act

(b) a Conflict of Interest under Mountain View County Policy 1014

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What is the general nature of the interest? \_\_\_\_\_

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Signature of Councillor: \_\_\_\_\_

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Appendix B

**SUMMARY STATEMENT OF THE  
CODE OF ETHICS AND CONDUCT FOR COUNCILLORS**

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**Code of Ethics  
for Councillors**

1. Councillors agree to respect the personal views of other Councillors and the decisions of Council;
2. Councillors agree that they may publicly express their own opinions on Council matters but not so as to undermine the standing of Council in the community;
3. The Councillor appointed as Reeve agrees to always represent the opinion or position of Council when speaking publicly, except where statements are identified as solely representing his/her Division;
4. Councillors agree that they will incur expenditures in a responsible manner;
5. Councillors agree to avoid situations where pecuniary interest or conflict of interest would apply;
6. Councillors agree to act with integrity and respect when interacting with Council, staff and members of the public;
7. Councillors agree to demonstrate fairness in all dealings and conduct and be open with and accountable to the community at all times, and
8. Councillors agree to endeavour to conduct themselves in a manner that they would be prepared to acknowledge to other Councillors and members of the Mountain View community.

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**Code of Conduct  
for Councillors**

1. In performing the role of a Reeve, Deputy Reeve, Councillor or a member of a committee, a Councillor:
  - a. must act honestly, and
  - b. must exercise reasonable care and diligence.
2. A person who is, or has been, a Reeve, Deputy Reeve, Councillor or member of a committee must not make improper use of their position to:
  - a. gain, or attempt to gain, directly or indirectly, an advantage for themselves or any other person;
  - b. cause, or attempt to cause, detriment to the Council; or
  - c. make improper use of information acquired because of their position.

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