



# Summer Village of Crystal Springs

Box 6C Village Drive, Westrose, AB T0C 2V0

Tel: 780-360-7000

Email: [info@crystalsprings.ca](mailto:info@crystalsprings.ca)

[www.crystalsprings.ca](http://www.crystalsprings.ca)

## Council Code of Conduct Policy

### Summer Village of Crystal Springs

Policy Number 21-2017

Date of Resolution: Sept. 12, 2017

#### **POLICY STATEMENT:**

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The residents of the Summer Village of Crystal Springs are entitled to have fair, ethical and accountable local government and to expect the highest standards of conduct from the members that it elects to Council. Such a government requires that public officials comply with both the letter and spirit of the laws and policies affecting operations of the government; be independent, impartial and fair in their judgement and actions; use their public office for the public good and not for personal gain; and conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

Improving the quality of public administration and governance can be achieved by encouraging exacting standards of conduct on the part of all government officials. The Council of the Summer Village of Crystal Springs commits itself to conduct that meets the highest ethical standards, resulting in a great standard for the Summer Village's reputation and integrity.

#### **DEFINITIONS:**

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"Administration" means the employees or contracted employees for the Summer Village of Crystal Springs

"CAO" means the Chief Administrative Officer being the administrative lead as appointed by Council, responsible to perform those responsibilities contained within the Municipal Government Act

"Council" means the Council of the Summer Village of Crystal Springs

"Councillor" is a member of Council including the Mayor and Deputy Mayor

"Summer Village" means the Summer Village of Crystal Springs

"Pecuniary Interest" is an interest in a matter that could monetarily affect a Councillor or an employer of the Councillor or an interest in a matter that the Councillor knows or should know could monetarily affect the Councillor's family, and as more particularly set out in the Municipal Government Act.



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## Council Code of Conduct Policy

### SCHEDULE "A"

#### SUMMER VILLAGE OF CRYSTAL SPRINGS COUNCIL CODE OF ETHICS

I recognize that I have a primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of the Summer Village of Crystal Springs Council, to provide governance I, Margaret Pagnon promise that I will:

1. Govern my conduct in accordance with the requirements and obligations as set out in the Municipal Government Act or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.
2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councillors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for the Summer Village of Crystal Springs which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.



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9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.

10. Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.

11. Not use Summer Village funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.

12. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.

13. Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.

14. Commit to disclosing to the appropriate authorities and/or to Council any behaviour or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy.

Dated at S.V. Crystal Springs, in the Province of Alberta, this 20<sup>th</sup> day of September, 2017.

Signed: Margaret Gagnon

Title: Councillor

Signed: [Signature]

CHIEF ADMINISTRATIVE OFFICER





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Dated at Sum. V. of C.S. in the Province of Alberta, this 20 day of Sept, 20  .

Signed: [Signature]

Title: MAYOR

Signed: [Signature]

CHIEF ADMINISTRATIVE OFFICER



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Dated at Westrose, in the Province of Alberta, this 20<sup>th</sup> day of 2018.

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

Title: Deputy - Mayor

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

CHIEF ADMINISTRATIVE OFFICER