

CITY OF GRAND FORKS

POLICY TITLE: Ethics, Conduct, and Conflict of Interest **POLICY NO:** 303

EFFECTIVE DATE: February 16, 2009 **SUPERSEDES:**

APPROVAL: Council Resolution **PAGE:** 1 of 3

POLICY:

The proper operation of a democratic local government requires that elected officials be independent, impartial and duly responsible to the people. To this end, it is imperative that:

- Local government decisions and policies are made through the proper channels of the local government structure.
- Public office shall not be used for personal gain and for gains of others associated with elected officials.
- The public have confidence in the integrity and independence of its local government elected officials.

PURPOSE:

Accordingly, it is the purpose of these standards of conduct to establish recommended rules or guidelines for all local government elected officials of the City of Grand Forks, to carry out their duties with impartiality and equality of service to all, recognizing that the basic functions of elected local government officials are, at all times, providing service to their community and the public. This policy does not over-ride the statutory requirement of the Community Charter and any Court Rulings issued in determination of Conflict of Interest and Bias. In the event of conflict with the City Policy, Legislation and Court Rulings, the latter two shall prevail.

PROCEDURE:

To further these objectives, these general ethical principles should govern the conduct of all elected local government officials in the City in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

Local Elected Officials shall:

1. Declare to Council or the City Manager at the first opportunity their interests, or known interests of any close relatives and associates in any enterprise and organization that might be before staff and the city which proposes to transact business or is associated with the City, not enter into the discussion and the vote on the matter, or thing and should leave the place of the meeting during the discussion and the vote on the subject and the matter.

2. **Declare to Council or the City Manager at the first opportunity, their interests or the known interest of any close relatives, or associates, in any property or matter that is before staff and the city which is subject to a rezoning proposal, development proposal, subdivision or any permit or other consideration within the City, not vote on the matter or thing and leave the place of the meeting during the discussion and the vote on the subject.**
3. **Declare to Council and the City Manager at the first opportunity, their interest in any matter or thing that is before staff and the city, including participation in any non-profit Boards of Directors of Societies that enter into discussions with the city on any services, properties, use of city infrastructure, equipment or enters into discussion on persuasion of service deliveries, seeks exemption, relief of taxation and user fees, and seeks grants or other funding other than on those matters before staff and the city that are in "common" generally with the public.**
4. **Not use information designated confidential for the personal profit of themselves, associates or any other person to whom the elected official is in discussion with.**
5. **Not communicate information designated confidential to anyone unless such information has been declared public by Council or such information is protected by the Freedom of Information Act.**
6. **Not use the position of elected official to secure special privileges, favours or exemptions for themselves, their associates, relatives, or any other person.**
7. **Avoid any situations that could cause a reasonable person to believe that the elected officials have brought conflict of interest, bias or partiality to a question before staff, the city and council.**
8. **Where an elected official is appointed by City Council as a representative of the City in a capacity to liaise between the Organization and the City, a conflict or bias shall not arise unless the elected official is a member of the organization and is also appointed as a member of the Board of Directors wherein the elected official shall leave the place of discussion and the meeting.**
9. **For a period of twelve (12) months after leaving office, abide by these ethical standards of conduct listed above and the Conflict of Interest of the Community Charter, except those related to confidential information which shall apply in perpetuity.**
10. **Members of Council, prior to declaring a conflict of interest at a Council Meeting must complete the form, attached to this policy, and submit it to the City Clerk and accordingly declare briefly the nature of the conflict or bias to the Chair before leaving the place of discussion and meeting.**

Elected Officials shall not assume that activities not covered by or specifically prohibited by these ethical standards of conduct, Conflict of Interest or by any

legislation, are therefore condoned. It is the onus of the elected officials to seek clarification if in doubt.

These standards of conduct and conflict of interest shall be read and signed by all members of Council at each inaugural meeting of Council or immediately after the implementation of the Policy whichever occurs first.

**THE CORPORATION OF THE CITY OF GRAND FORKS
DECLARATION OF CONFLICT OF INTEREST**

"Your Worship, I _____ wish to declare at this time that I

am not entitled to participate in the discussion or vote on the next item of business before this

meeting, that is item no. _____ on the meeting agenda, by reason of _____

And that I wish to leave this meeting at this time and request that the minutes record my leaving the meeting for the reasons stated."

Date:

Time of Departure:

Time of Return:
