

Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees*



The proper operation of democratic local government requires that persons appointed by Edmonton City Council to its boards, agencies and committees be independent, impartial and duly responsible through Council to the people of Edmonton.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for persons appointed to boards, agencies and committees so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of board and agency members is, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of persons appointed to boards, agencies and committees in order that they shall maintain the highest standards in public office and faithfully discharge their duties.

Persons Appointed to the _____ shall:
(enter name of board or agency)

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta and the bylaws and policies of the City of Edmonton.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive it.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Disclose the general nature of any pecuniary (financial) interest in any matter coming before the board or agency or committee, if that interest is not a common interest held by other members of the body, and abstain from any discussion or voting on the issue.
6. Preserve the integrity and impartiality of their board or agency and of City Council.
7. For a period of twelve months after leaving a board or agency, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Persons appointed to boards, agencies and committees should not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned. If in doubt about actions they may be contemplating, appointees are encouraged to seek advice from the Chair of their board or agency or from the Office of the City Clerk or the Law Department.

Members of the _____ agree to uphold the intent of these guidelines and to
(enter name of board or agency)
govern their actions accordingly.

Adopted by resolution this _____ day of _____, 19_____.

Chair of Board or Agency

*Based on the document "Ethical Guidelines of Conduct for Members of Council" from the Alberta Urban Municipalities Association.
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