



LLOYDMINSTER

City of Lloydminster

Policy

Policy Title:	Ethical Governance and Decision Making Policy		Policy Number:	021-2017	
Date of Council Approval:	October 30, 2017	Motion No.:	298-2017	Year of Review:	2020
Department Sponsored by:	Office of the City Clerk				

1. Purpose

- 1.1.** To provide Council and Administration with a framework to report any and all Lobby efforts or attempts to influence decision making or Procurement processes.

2. Objective

- 2.1.** To ensure decision making and Procurement processes are fair, equitable and transparent and that any attempt to Lobby, sway, alter or unduly influence the decision making or Procurement processes is identified and reported. This policy is not intended to prevent citizens, community groups or persons with legitimate concerns from engaging with a Member of Council or Administration.

3. Definitions

Administration	An employee or contract employee of the City of Lloydminster.
City Executive	Any role identified in <i>The Lloydminster Charter</i> or any person(s) appointed by the City Commissioner to act in an executive role.
Complaint	A complaint made pursuant to the "Code of Conduct Bylaw" Bylaw#08-2016 and/or a complaint relating to any municipal, provincial or federal act/law governing the actions, behavior or ethics of Members of Council.
Conflict of Interest (Financial/Pecuniary)	A situation in which the matter could monetarily affect the Member of Council or a member of Administration, an Employer of a such person(s), or such person(s) knows or should know that the matter could monetarily affect the Members Relatives/Family.

Gift	A voluntary and free transfer of a benefit, from a group, a person or an organization to a Member of Council or Administration in connection with their official duties that does not serve an officially approved purpose.
Lobby	To communicate with a Member of Council or Administration in an attempt to influence.
Member of Council	An individual elected pursuant the <i>Saskatchewan Elections Act 2015</i> as a Member of Council.
Procurement	The acquisition by any means, including by purchase, rental, lease, trade or conditional sale, of goods, services, or construction, but does not include: <ul style="list-style-type: none"> • Any form of government assistance such as grants, loans, equity infusion, guarantees or fiscal incentives; or Government provision of goods and services to persons or other government organizations.
Relatives/Family	Spouse, father, mother, brother, sister, son or daughter, grandparent, grandchild, uncle, aunt, nephew, niece and first cousin. This includes common-law, in-law, step relationships and those that may not be blood relationships but are dependents or are fictive kinship.
Senior Staff	Members of City Staff who, while not part of the Executive hold positions which are senior in nature such as but not limited to a Director or Senior Manager.

4. Scope

4.1. This Policy applies to all Members of Council and all members of Administration, including City Executive and Senior Staff.

5. Policy Instructions

5.1. Any person(s) who is identified in this policy shall:

- 5.1.1.** immediately report to the Office of the City Clerk any and all attempts or knowledge of an attempt to Lobby for goods or services or any other actions that may be ethically questionable or contrary to City policies;
- 5.1.2.** report any and all Conflict of Interests, whether real or perceived to the Office of the City Clerk.

- 5.2.** The City Clerk shall inform the City Manager of any and all breaches of this Policy in writing identifying:
- 5.2.1.** persons involved;
 - 5.2.2.** the issue;
 - 5.2.3.** whether the breach has affected a decision or resulted in the award of a service or other benefit.
- 5.3.** All businesses or sales person(s) that Lobby either formally or informally with persons governed by this policy shall be informed that such meetings are public record and will be registered with the Office of the City Clerk, who in turn on a quarterly basis will make the persons involved in the meetings publicly available on the City website.
- 5.4.** Any person(s) who is identified in this policy shall not accept any gifts from any person or business that have a real or perceived value of over \$150.00 Canadian Dollars (CAD) except in accordance with Section 5.5.
- 5.5.** A person(s) who is identified in the policy shall only accept a gift with a real or perceived value of over \$150.00 CAD as part of normal standards of courtesy, hospitality or protocols and ensure:
- 5.5.1. the gift does not compromise or appear to compromise the integrity of the City of Lloydminster;
 - 5.5.2. the gift arises out of activities or events related to his/her official duties;
 - 5.5.3. the gift will not be perceived as being of a nature that personally benefits him or her in an inappropriate manner.
- 5.6.** Any person(s) who is identified in this policy shall not enter into third party draws, raffles, giveaways, lotteries or contests within the City of Lloydminster Corporate boundaries, while representing the City of Lloydminster.
- 5.7.** If any gift is accepted it shall be reported to the Office of the City Clerk and will be reported on the City website on a quarterly basis.
- 5.8.** Gifts accepted that have a real or perceived value of over \$150 CAD shall become the property of the City of Lloydminster and disposed of in accordance with any governing policy or procedure.
- 5.9.** Gifts shall be disposed of in the following manners:
- 5.9.1. donated to the Lloydminster Family and Community Support Services, unless directed otherwise by Council.

6. Penalty:

- 6.1.** Any staff member found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 6.2.** Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

7. Responsibility:

- 7.1.** City Council will review and approve all policies.
- 7.2.** City Administration will administer the policy through the use of a supporting procedure.
- 7.3.** Sponsoring Department is responsible for creating and amending a supporting procedure.