



City of Lloydminster

Policy

Policy Title:	Ethical Governance Policy	Policy Number:	110-07
Date of Adoption:	June 6, 2022	Motion Number:	235-2022
Date of Amendment:		Motion Number:	
Sponsoring Department:	Legislative Services		

1. Purpose:

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

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
City	The corporation of the City of Lloydminster.
Complaint	A complaint made pursuant to the Code of Conduct Bylaw as amended from time to time, 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 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.
Giveaway	Means third-party draw, raffle, giveaway, lottery, or contest.
Lobby	Any effort to influence a Member of Council or Administration with the purpose of social or financial benefit.
Member of Council	An individual elected pursuant to <i>The Local Government Election Act (Saskatchewan)</i> as a Member of Council.
Person	Any individual, a group of individuals, a corporation, firm, partnership, proprietorship, association, society or co-operative organization.
Prize	The reward to the winner of a Giveaway.

Procurement	The acquisition by any means, including by purchase, rental, lease, or conditional sale, of Goods and Services or Construction but does not include any form of government assistance or provisions by 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.

3. Scope:

3.1. This Policy applies to all Members of Council and Administration.

4. Objective:

4.1. 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.

5. Policy Instructions:

5.1. All Members of Council and Administration 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 Conflicts of Interest, 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. those involved;
- 5.2.2. the issue; and
- 5.2.3. whether the breach has affected a decision or resulted in the award of a service or other benefit.

5.3. All Persons that Lobby either formally or informally with a Member of Council or Administration, 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 all those involved in the meetings publicly available on the City website.

- 5.4. Any Gift or Prize accepted shall be reported to the Office of the City Clerk unless;
 - 5.4.1. the Prize won is in accordance with the provisions set out in 7.3, do not require reporting to the Office of the City Clerk.

6. Gifts

- 6.1. Any Member of Council or Administration shall not accept any Gifts from any Person that have a real or perceived value of over \$150 Canadian Dollars (CAD), except in accordance with Section 6.2.
- 6.2. Any Member of Council or Administration shall only accept a Gift with a real or perceived value of over \$150 CAD as part of normal standards of courtesy, hospitality, or protocols and ensure:
 - 6.2.1. the Gift does not compromise or appear to compromise the integrity of the City;
 - 6.2.2. the Gift arises out of activities or events related to his/her official duties; and
 - 6.2.3. the Gift will not be perceived as being of a nature that personally benefits him or her in an inappropriate manner.
- 6.3. Any Gift accepted that has a real or perceived value, over \$150 CAD, shall be disposed of by donating to the Lloydminster Family and Community Support Services, unless directed otherwise by Council.

7. Prizes

- 7.1. Any Member of Council or Administration may enter into Giveaways while representing the City and shall abide by this Policy.
- 7.2. Any Prize won by any Member of Council or Administration by virtue of attending the event for City business, by placing a name or a business card, into the Giveaway, that has a real or perceived value over \$150 CAD, shall be disposed of by donating to the Lloydminster Family and Community Support Services, unless directed otherwise by Council.
- 7.3. Any Prize won by any Member of Council or Administration by virtue of using personal funds, shall be the property of the individual and all costs and fees associated with monetary winnings shall be the responsibility of the individual.

8. Penalty:

- 8.1. Any member of Administration 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 verbal warning to dismissal with cause.

- 8.2. 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*."

9. Responsibility:

- 9.1. City Council shall review and approve all policies.
- 9.2. Administration shall administer this Policy through the use of a supporting procedure.
- 9.3. Sponsoring Department shall be responsible for creating and amending a supporting procedure.