

**Best Practices – Other Canadian Jurisdictions
Participation of Civic Employees on Committees, Boards or Commissions**

City	Appointment Policy	Employee Code of Conduct
London (Ontario)	<p>Council and Committee Policy:</p> <ul style="list-style-type: none"> • “members of the Civic Administration will not be appointed as voting members to Boards, Commissions or Advisory Committees” • allows civic employees to be appointed solely as representatives of the City, not as citizens 	<p>Code of Conduct for Employees:</p> <ul style="list-style-type: none"> • applies to all civic employees, volunteers and members of Advisory Committees, Special Committees, Task Forces, etc. • prohibits disclosure of any confidential information acquired as a civic employee • civic employees who engage in any outside employment or business shall do so in a manner that does not conflict with their duties or result in a conflict of interest, or a perceived conflict of interest, situation • civic employees must not engage in any supplemental employment in which an advantage would be derived from their employment as a civic employee • prohibits use of one’s position as a civic employee to secure any advantage or benefit for themselves, relatives or other closely connected person • civic employees must disclose any interests to their manager or supervisor that may affect their performance as civic employees
Regina	<p>Committees Bylaw:</p> <ul style="list-style-type: none"> • prohibits civic employees from participating as voting members to any secondary committee • allows members of Council, City Manager or civic employees to participate as liaisons or non-voting members to secondary committees 	<p>Code of Conduct and Disclosure Bylaw:</p> <ul style="list-style-type: none"> • applies to civic employees and to anybody appointed to any board, committee or commission created by Council • no civic employee may seek outside employment, or any other undertaking, that will unduly influence or affect the manner in which they carry out their duties • civic employees are prohibited from making any public statements about activities or policies of the City unless authorized by the City Manager • civic employees or members of boards, committees or commissions shall not appear before Council or any board or commission on their own behalf or on behalf of another person • civic employees are obligated to disclose any potential conflict of interest to their supervisor or seek advice from their supervisor

City	Appointment Policy	Employee Code of Conduct
Calgary	<p>Governance and Appointments of Boards, Commissions and Committees Policy:</p> <ul style="list-style-type: none"> • Council appoints civic employees to various boards, committees and commissions at its annual organizational meeting to act as representatives of the City, or as a liaison, not as individual or citizen members. The City Manager provides Council with recommendations on these appointments • civic employees <u>may be</u> appointed to Ad Hoc Committees; Advisory Committees; External Committees; Interest Groups; Oversight/Regulatory Committees; Partner; Standing Specialized Committees; Subcommittees; Working Group/Task Force • civic employees may be appointed to Review Committees as non-voting members – their purpose is to provide expert advice only • civic employees <u>may not</u> be appointed to Administrative Tribunals; Business Revitalization Zones/Business Improvement Areas, Standing Policy Committees or Boards of Wholly-Owned Subsidiaries 	<p>Employee Code of Conduct and Conflict of Interest Policy:</p> <ul style="list-style-type: none"> • civic employees have a duty to avoid conflicts of interest or perceived conflicts of interest, which includes engagement of any outside interests that conflict with City duties – they must demonstrate commitment to the City • civic employees are prohibited from participating in or seeking to influence any civic decision-making process affecting any private interest, including those of any closely connected person • “conflict of interest” is defined as, in part, “the outside interest is performed in such a way as to appear to be an official act or to represent an opinion or policy of the City”
Edmonton	<p>Agencies, Boards, Committees & Commissions Policy:</p> <ul style="list-style-type: none"> • “if a Councillor and a member of City Administration are members of the same City Agency [which is defined in the policy as including all City and External Agencies to which Council makes 1 or more appointments] the member of City Administration will be a <u>non-voting</u> [emphasis added] member” • prohibits or recommends against appointments of civic employees to: Advisory Committees; Ad Hoc Committees/Task Forces; Business Revitalization Zones; Decision-Making Bodies; or, Quasi-Judicial Boards • allows appointments of civic employees, with some conditions, to: agencies established by Council pursuant to the <i>Municipal Government Act</i> (such as their Public Library Board) • Councillors and civic employees should not participate as equal voting members because of the conflict with the reporting process between Administration and Council • civic employees may be appointed to External Agencies as follows: <ul style="list-style-type: none"> ○ Advisor/Liaison – if the Agency requires input of an operational nature ○ Corporate Body – only for the purpose of acting as a liaison – not a full voting member to avoid conflict of interest ○ Funding – may be appointed with no restrictions ○ Intergovernmental – only participate in an advisory role to Councillors who are members ○ Management – participate if job functions pertain to the group’s mandate 	<p>Employee Code of Conduct:</p> <ul style="list-style-type: none"> • civic employees are to avoid conflict of interest, or perceived conflict of interest, in the performance of their duties – loyalty to the City – avoid outside interests or other employment that would constitute a conflict of interest • defines “other employment” as “performance of duties for another employer ... for work for charitable or volunteer organizations ... which may result in some sort of benefit...” • requires all employees to sign a declaration of disclosure upon employment

City	Appointment Policy	Employee Code of Conduct
Winnipeg	<p>Winnipeg Charter & Procedures Bylaw:</p> <ul style="list-style-type: none"> • appears to allow appointments of employees to committees, boards or commissions, but as civic representatives, not as individual citizens – some appear to be voting members, some non-voting, depending on the type of committee • does not appear to allow appointment of civic employees to boards of controlled corporations • unless approved by a department head, civic employees may not appear before Council, or its boards or committees on behalf of any person, including themselves, unless it is part of their employment duties 	<p>Employee Code of Conduct:</p> <ul style="list-style-type: none"> • civic employees must avoid conflicts, or perceived conflicts, of interest with respect to the interests of the City • employees shall not engage in any outside employment, business or undertaking that could potentially interfere with the civic employee's performance of duties or affect his/her impartiality in carrying out these duties • civic employees must disclose any conflicts, or potential conflicts, to their supervisor, or seek advice from their supervisor on anything that could be considered a potential conflict of interest