

LOCAL GOVERNMENT ADMINISTRATION ASSOCIATION

MISSION STATEMENT

The purpose of the Local Government Administration Association is to advance the interest of municipal employees through networking and to serve as spokesman for its members to the Provincial Government and liaise with other organizations in the area of municipal administration.

CODE OF ETHICS

The conduct of every member of the Local Government Administration Association shall be governed by the Code of Ethics pursuant to the provisions of ARTICLE III (3) of these Bylaws.

- (1) Be dedicated to the concepts of effective and democratic local government believing that professional management is essential to the achievement of this objective.
- (2) Promote the dignity and worth of the services rendered by municipal government and maintain a constructive, creative and practical attitude toward municipal government and a deep sense of social responsibility as a trusted civic servant.
- (3) Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the members may merit the respect and confidence of the elected officials, of other officials and employees, and of the public.
- (4) Recognize that the chief function of Local Government at all times is to serve the best interest of all of the people.
- (5) Submit policy proposals to elected officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals, and uphold and implement municipal policies adopted by elected officials.
- (6) Recognize that elected representatives of the people are entitled to the credit for the establishment of municipal policies, responsibility for policy execution rests with the members.
- (7) Refrain from participation in the election of members of the employing legislative body, and from all other partisan political activities which would impair performance as a professional administrator.
- (8) Make it a duty continually to improve the members professional ability and to develop the competence of associates in the use of management techniques.
- (9) Keep the community informed on municipal affairs; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.
- (10) Resist any encroachment on professional responsibilities, believing the member should be free to carry out official policies without interference, and handle each problem without discrimination on the basis of principle and justice.
- (11) Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions, and discipline.

- (12) Seek no favor; believe that personal gain or profit secured by confidential information or by misuse of public time is dishonest
- (13) Guidelines for the Code of Ethics are outlined on a schedule attached hereto and marked "APPENDIX A".
- (14) Rules of Procedure For Enforcement of the Code of Ethics are outlined on a schedule attached hereto and marked "APPENDIX B".
- (15) The Executive Board may from time to time revise the Guidelines and Rules of Procedure for enforcement of the Code of Ethics.

OBJECTIVES

- (1) The objectives of the Association shall be to promote and increase the knowledge, skill and proficiency of its members.
- (2) To promote recognition of the importance and responsibility of the work performed by municipal government employees.
- (3) To review legislation relating to the administration of Local Government.
- (4) To encourage the members of the Association to carry out their duties with honour and integrity in accordance with the law and the Association code of ethics.

President
Deb Hamilton

Secretary Treasurer
Carol Revega

Amendments To: March 23, 2001