

## **ETHICAL GUIDELINES OF CONDUCT FOR LIBRARY BOARD TRUSTEES**

### **PURPOSE**

The City of Lethbridge Library Board has a mandate to provide library services to the city. The proper operation of local government requires that Board Trustees are independent, impartial and duly responsible to the people. Accordingly, the purpose of this policy is to outline ethical principles for all Trustees of the Board.

This policy mirrors the spirit and intent of the City of Lethbridge Ethical Guidelines of Conduct for Members of Council policy (CC8) and should be kept current with updates to that policy.

### **PERSONS AFFECTED**

Board Trustees

### **POLICY STATEMENT**

It is the policy of the Board that Trustees of the Board maintain the highest standards of conduct in public office, and faithfully discharge the duties of their office without fear or favour.

### **RESPONSIBILITIES**

Trustees of the Board to:

- a. Review policy within one month of appointment
- b. Govern their conduct in accordance with the requirements and obligations set out in the applicable legislation of the Province of Alberta
- c. Refrain from using confidential information for personal profit or the profit of any other person
- d. Refrain from communicating confidential information to those who are not entitled to receive it
- e. Refrain from using their position to secure special privileges, favour or exemptions for themselves or any other person
- f. Avoid any situation that could cause anyone to believe that they may have brought bias or partiality to a question before the Board
- g. Declare conflicts of interest and recuse themselves from the portion of the meeting for that item
- h. Abide by the ethical standards of conduct listed during their office and for a period of twelve (12) months after leaving the Board, except those standards related to confidential information, the latter of which shall apply during their office and in perpetuity
- i. Refrain from all unethical activities, whether or not specifically identified by these ethical guidelines of conduct or by legislation

## **REFERENCES**

- [Province of Alberta Libraries Act](#)
- [Province of Alberta Municipal Government Act](#)
- *Guide for Ethical Conduct for Board Trustees*

## **REVISION HISTORY**

- March 12, 2014: New policy
- June 22, 2017: Reviewed
- March 10, 2021: Revised
- May 10, 2023: Revised
- June 12, 2024: Revised