

Code of Conduct Fact Sheet

The following sets out a summary of the requirements set out in [Bylaw 2002-57, The Regina Code of Conduct and Disclosure Bylaw](#) that a member of a City of Regina Committee must comply with.

Disclosure of Holdings

Members that are being appointed to the following committees are required to fill out the attached disclosure of holdings form and return it to the City Clerk.

Audit and Finance Committee;
Board of Revision;
City Centre Core Development Advisory Committee;
Development Appeals Board;
Regina Appeal Board;
Regina Downtown Business Improvement District Board;
Regina Planning Commission;
Regina's Warehouse Business Improvement District Board.

Declaration of Pecuniary Interest

When a member of a Committee has a pecuniary interest in a matter that is being considered by the Committee the member is required to disclose that pecuniary interest and to leave the meeting while that item is under discussion. A member has a pecuniary interest in a matter if the member or the member's family has a controlling interest in a corporation that could make a profit from or be adversely affected by a decision of the Committee or if the member themselves or their family member could make a profit or be adversely affected by a decision being made by the Committee. There are a number of exceptions as to what will not be considered a pecuniary interest that are set out in section 115 of [The Cities Act](#). This section should be consulted for more information.

Not Appearing as a Delegation

A member of a Committee is not permitted to appear before that Committee either on their own behalf or the behalf of another person.

Gifts and Influence

No member of a Committee is permitted to accept or solicit gifts or benefits from any organization directly or indirectly involved in any manner with the City of Regina. There are some exceptions to this so please consult Bylaw 2002-57 if you have questions. Further, no member may seek, accept or agree to accept a commission, reward or benefit of any kind from any person who has dealings with the City so as to obtain a benefit over other members of the public. A member shall also not attempt to influence the City's dealings with any of the Committee member's family or business associates. A member is also not permitted to give undue influence or treatment to any person in their dealings with the City.

Use of City Property

No member of a Committee is permitted to use City property for private business or profit unless the property is available for use by the general public or the property has been made available to the member under their term of appointment.

Use of City Information

No member of a Committee is permitted to use information acquired as a result of their appointment to gain or attempt to gain a material benefit or advantage over other members of the public. No member of a Committee may disclose information acquired by them without proper authorization.

Disclosure of Potential Conflict

Where a member of a Committee believes that they are or may potentially be in conflict with Bylaw 2002-57 they are required to disclose this conflict to the City Clerk. The member is required to disclose this conflict in writing setting out the circumstances leading to disclosure and the perceived conflict and then to withdraw from participating in that matter.