

## **Lobbyist Code of Conduct**

1. Lobbyists are expected to comply with the standards of behaviour for lobbyists and the conduct of lobbying activities set out in this Code of Conduct when lobbying public office holders.
2. Honesty: Lobbyists shall conduct themselves with honesty and integrity in all dealings with public office holders, clients, employers, the public and other lobbyists.
3. Openness: Lobbyists shall be open and transparent about their lobbying activities at all times while maintaining necessary confidentiality.
4. Disclosure or Identity and Purpose:
  - a. Lobbyists communication with public office holders shall, at all times, disclose the identity of the individual, business or organization on whose behalf that are lobbying, as well as the subject matter of the communications;
  - b. Lobbyists shall register their name and company information and all lobbying activity with public office holders according to the Lobbyists By-law in the Lobbyist Registry.
5. Information and Confidentiality:
  - a. Lobbyists shall inform their client, employer, or organization of the obligations under the Lobbyists Registry By-Law and their obligations to adhere to the Lobbyists Code of Conduct;
  - b. Lobbyist shall provide information that is accurate and factual to public office holders;
  - c. Lobbyists shall not knowingly mislead anyone and shall use proper care to avoid doing so inadvertently;
  - d. Lobbyists shall not divulge confidential information unless they have obtained informed consent of their client, employer or organization or unless disclosure is required by-law;
  - e. Lobbyists shall not use any confidential information obtained in the course of their lobbying activities to the disadvantage of their client, employer or organization.
6. Competing Interests:
  - a. Lobbyists shall not represent conflicting or competing interests without the written consent of those interests are involved;

- b. Lobbyists shall advise public office holders that they have informed their clients of any potential or actual conflict of interest and obtained the written consent of each client concerned before proceeding or continuing with lobbying activities;
- c. Lobbyists shall not lobby public office holders on a subject matter for which they provide advice to the Town.

7. Improper Influence:

- a. Lobbyists shall avoid both the deed and the appearance of impropriety;
- b. Lobbyists shall not knowingly place a public office holder in a conflict of interest or in a breach of the Council and Staff Code of Conduct.

8. Restriction on Communication:

- a. Lobbyists shall not communicate with public office holders in relation to a procurement process except as stipulated in the Town's Procurement documents and the Town's Procurement By-law;
- b. Lobbyists shall not engage in Lobbying activities where the Lobbyist Registrar has prohibited them from Lobbying Activities with the Town for a specified time period.