



# Summer Village of Castle Island

Date: July 12, 2011

Policy Name: Confidentiality Policy

## **OBJECTIVE:**

Local Government is an open, accessible and accountable form of government. To enhance, and in some cases recapture, the relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal employees.

## **PURPOSE**

1.

## **DEFINITIONS**

**Municipal Employee** - includes all employees and officers of the Summer Village of Castle Island as defined in all employment bylaws.

**Public Comment** - disclosures made in a public speech, lecture, radio or television broadcast, in the press or book form.

**Confidential Information** - while the classification of information as "confidential" is a matter of administrative discretion whether labelled as confidential or not, disclosure of information will not constitute a breach of the Code of Conduct unless that information is of an inherently confidential nature such as:

- (1) personal data of employees or others.
- (2) records related to internal policies and practices which if disclosed may prejudice the effective performance of a municipal operation.
- (3) records of a financial nature reflecting information given or accumulated in confidence.
- (4) files prepared in connection with litigation and adjudicative proceedings.
- (5) reports of consultants, policy drafts and internal communications which, if disclosed, may prejudice the effective operation of a municipal operation or impugn the reputation of any person.
- (6) any report prepared for Council is to be released only by Council.
- (7) information regarding the acquisition or disposal of land.
- (8) information that is prohibited from being disclosed under *FOIPP*, or other legislation
- (9) information taken during a closed session of Council in accordance with subsection 153(e) of the Municipal Government Act, R.S.A. 2000, c. M-26(the "*MGA*"); and
- (10) other information that broadly pertains to the business of the Summer Village, and is generally considered to be of confidential nature.

**Summer Village** - means the Summer Village of Castle Island.

## **RESPONSIBILITIES**

### **(1) Integrity**

Ultimately, ethical behaviour relies on the diligence of the individual.

### **(2) Conflict of Interest**

Every municipal Council shall avoid situations in which the Councillor has a personal interest sufficient to influence, or appear to influence, the objective exercise of that employee's authority. When an Councillor is, or