

# Corporate Policy and Procedure

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Policy	<b>Lobbyist Code of Conduct</b>
Category	Corporate
Authority	City Clerk’s Office
Approved By	City Council
Effective Date	Tuesday, October-01-2024

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## Policy Statement

The Lobbyist Code of Conduct aims to enhance transparency, ethical conduct, and accountability in lobbying. As part of this commitment, Lobbyists engaging with Public Office Holders are required to adhere to the Lobbyist Code of Conduct.

Lobbyists must provide accurate and complete information during registration and reporting processes. Transparency is essential to maintaining public trust. Lobbyists should act with honesty, integrity, and professionalism. Any attempt to mislead or conceal relevant details is prohibited. Lobbyists must engage in respectful communication with Public Office Holders.

By adhering to this Code of Conduct, lobbyists contribute to an accountable and transparent lobbying environment in the City of Guelph.

## Purpose

The Lobbyist Code of Conduct aims to improve transparency, ethics, and accountability in lobbying in the City of Guelph.

## Definitions

**“City”** means The Corporation of the City of Guelph.

**“Communication”** means any substantive form of communication including a formal meeting, email, letter, phone call or meaningful dialogue or exchange, that materially advances a matter that is defined as Lobbying, whether in a formal or an informal setting.

**“Council”** means the Council of The Corporation of the City of Guelph.

**“Financial Interest”** means a stake in a policy outcome that can reasonably be determined to have monetary impact, whether a dollar value can be easily determined or not.

**“Lobby”** or **“Lobbies”** or **“Lobbying”** means any communication with a Public Office Holder by an individual who is paid or represents a financial interest with the

goal of influencing any legislative action including development, introduction, approval, defeat, amendment or repeal of a by-law, motion, resolution or other decision before City Council, a committee of City Council, an Advisory Committee or a member of staff acting under delegated or statutory authority.

**“Lobbyist”** means an individual who lobbies as defined in the Lobbyist Registry By-law.

**“Lobbyist Registrar”** means the individual appointed by Council in accordance with Section 223.11 of the Municipal Act, 2001.

**“Lobbyist Registry”** means a system of registration in which shall be kept the Registrations and Returns of persons who lobby Public Office Holders.

**“Public Office Holder”** means:

1. A member of Council.
2. A member of the City’s Executive Team and/or Leadership Team.
3. A member of a Committee of Council or Advisory Committee.
4. An officer or employee of the City acting under delegated or statutory authority.

## **Code of Conduct**

### **Accurate and Complete Information**

Lobbyists must provide accurate and complete information during the registration and reporting processes outlined in the Lobbyist Registry By-law. Transparency is crucial for maintaining public trust. Any attempt to mislead or conceal relevant details is prohibited. Disclosure ensures an informed decision-making process.

### **Honesty, Integrity, and Professionalism**

Lobbyists should act with honesty, integrity, and professionalism. Upholding the highest ethical standards in their interactions with Public Office Holders. Misleading behaviour or attempts to conceal information undermine the integrity of the lobbying process and are prohibited.

### **Respectful Communication**

Lobbyists must engage in respectful communication with Public Office Holders. Abuse, bullying or intimidation are prohibited. Professional and courteous dialogue fosters a positive lobbying environment, promoting constructive engagement.

### **Compliance with Bylaws and Code of Conduct**

Lobbyists must comply with all provisions of the Lobbyist Registry By-law and the accompanying Lobbyist Code of Conduct. Familiarity with these rules is essential. Failure to comply may result in penalties, as outlined in the Lobbyist Registry By-law.