

## **Schedule “A”**

### **LOBBYIST CODE OF CONDUCT**

#### **PRINCIPLES**

##### **A. Respect for Democratic Institutions**

Lobbyists should act in a manner that demonstrates respect for democratic institutions, including the duty of public office holders to serve the public interest.

##### **B. Integrity and Honesty**

Lobbyists shall conduct with integrity and honesty all relations with public office holders, clients, employers, the public and other lobbyists.

##### **C. Openness**

Lobbyists should be open and frank about their lobbying activities, while respecting confidentiality.

##### **D. Professionalism**

Lobbyists should observe the highest professional and ethical standards. In particular, lobbyists should conform fully with the letter and the spirit of the City of Markham’s Lobbyists' Code of Conduct as well as with all relevant laws.

#### **RULES**

##### **1. Disclosure of Identity and Purpose**

- a. A lobbyist shall, when communicating with a public office holder, disclose the identity of the person, organization or corporation on whose behalf the communication is made and the nature of their relationship with that person, organization or corporation, as well as the reasons for the communication.

- b. A lobbyist communication with a public office holder on a duly registered and disclosed subject matter shall not use that opportunity to communicate on another subject matter, unless first having registered as requirement and disclosing the identity and purpose.

## **2. Information and Confidentiality**

- a. A lobbyist shall avoid misleading public office holders by taking all reasonable measures to provide them with information that is accurate and factual.
- b. A consultant lobbyist shall inform each client of their obligations as a lobbyist under the City of Markham's Lobbyist Code of Conduct.
- c. The responsible officer (the most senior paid employee) of an organization or corporation shall ensure that employees who lobby on the organization's or corporation's behalf are informed of their obligations under the City of Markham's Lobbyist Code of Conduct.
- d. A lobbyist shall use and disclose information received from a public office holder only in the manner consistent with the purpose for which it was shared.
- e. Lobbyists shall not divulge confidential information unless they have obtained the informed consent of their client, employer or organization, or disclosure is required by law.
- f. Lobbyists shall not use any confidential or other insider information obtained in the course of their lobbying activities to the disadvantage of their client, employer or organization.
- g. If a lobbyist obtains a government document they should not have, they shall neither use nor disclose it.

## **3. Conflict of Interest**

- a. A lobbyist shall not propose or undertake any action that would place a public officer holder in a real or apparent conflict of interest.

## **4. Preferential Access**

- a. A lobbyist shall not arrange for another person a meeting with a public office holder when the lobbyist and public office holder share a relationship that could reasonably be seen to create a sense of obligation.

- b. A lobbyist shall not lobby a public office holder with whom they share a relationship that could reasonably be seen to create a sense of obligation.

## **5. Improper Influence**

- a. Lobbyists shall avoid both the deed and the appearance of impropriety.

## **6. Political Activities**

- a. When a lobbyist undertakes political activities on behalf of a person which could reasonably be seen to create a sense of obligation, they may not lobby that person for a specified period if that person is or becomes a public office holder. If that person is an elected official, the lobbyist shall also not lobby staff in their office(s).

## **7. Gifts**

- a. To avoid the creation of a sense of obligation, a lobbyist shall not provide or promise a gift, favour, or other benefit to a public office holder, whom they are lobbying or will lobby, which the public office holder is not allowed to accept.

## **8. Restriction on Communication**

- a. Lobbyists shall not communicate in relation to a procurement process except as permitted by the City's procurement policies and procurement documents.
- b. Lobbyists shall not engage in lobbying activities where the Lobbyist Registrar has prohibited them from lobbying for a specified time period.