

**14.0 PART 14 – CODE OF ETHICS AND PROFESSIONAL CONDUCT:**

**CODE OF ETHICS:**

**14.1** As ethical planning professionals members should be governed by two basic concepts:

**14.1.1** They must be competent. This means:

**14.1.1.1** They must know the competencies for their area of practice;  
and

**14.1.1.2** They must be able to successfully apply the competencies.

**14.1.2** They must have integrity. This means:

**14.1.2.1** They must have a keen sense of responsibility to their  
profession and employers and the public; and

**14.1.2.2** They must retain a sense of independence that will enable  
them to exercise their professional judgment independently  
and without bias.

**14.2** In order to comply with these two basic concepts, members of the profession shall:

**14.2.1** Practice sustainable planning that considers the use of society's  
resources and the needs of future generations;

**14.2.2** Value both the natural and human environments and understand  
their interrelationships;

**14.2.3** Acknowledge that planning decisions can have effects that cross  
jurisdictional boundaries;

**14.2.4** Balance the interests of communities with the interests of individuals;

**14.2.5** Strive to continuously improve their knowledge of applicable planning  
theory and practice; and

**14.2.6** Foster meaningful public participation by all segments of society.

### **CODE OF PROFESSIONAL CONDUCT:**

- 14.3** The professional nature of their work requires the acceptance by members of principles of conduct in their relations with the public, fellow members of their profession, their employers or clients, their assistants, and students of the profession.
- 14.4** The Planner's Responsibility to the Public Interest: A member shall:
- 14.4.1** Practice in a manner that respects the diversity, needs, values and aspirations of the public and encourages discussion of these matters;
  - 14.4.2** Provide full, clear and accurate information on planning matters to decision-makers and members of the public, while recognizing the employer or client's right to confidentiality and the importance of timely reporting;
  - 14.4.3** Acknowledge the inter-related nature of planning decisions and the consequences for natural and human environments; and
  - 14.4.4** Provide opportunities for meaningful participation and education in the planning process to all interested parties.
- 14.5** The Planner's Responsibility to Clients and Employers: A member shall:
- 14.5.1** Provide independent professional opinion to clients, employers, the public, and tribunals;
  - 14.5.2** Perform work only within their areas of professional competence;
  - 14.5.3** Work with integrity and professionalism;
  - 14.5.4** Undertake planning services with diligence and render services with appropriate preparation;
  - 14.5.5** Acknowledge the values held by the client or employer in work performed, unless such values conflict with other aspects of this Code;
  - 14.5.6** Respect the client or employer's right to confidentiality of information gathered through a professional relationship, unless such right conflicts with other aspects of this Code;

- 14.5.7** Inform the client or employer in the event of a conflict between the values or actions of the client or employer and those of this Code in a timely manner;
  - 14.5.8** Ensure timely and full disclosure to a client or employer of a possible conflict of interest arising from the member's private or professional activities;
  - 14.5.9** Not offer or accept any financial or other inducement, including prospective employment, that could, or could appear to, influence or affect professional opportunities or planning advice;
  - 14.5.10** Not, as an employee of a public planning agency, give professional planning advice for compensation to a private client or employer within the jurisdiction of the public agency without disclosure to the agency and written consent; and
  - 14.5.11** Not, as a consultant to a public planning agency during the period of contract with the agency, give professional planning advice for compensation to others within the jurisdiction of the agency without disclosure to the agency and written consent in situations where there is the possibility of a conflict of interest arising.
- 14.6** The Planner's Responsibility to the Profession and Other Members: A member shall:
- 14.6.1** Maintain an appropriate awareness of contemporary planning philosophy, planning theory and practice by obtaining professional education throughout their planning career, including compliance with the Institute's continuous professional learning requirements;
  - 14.6.2** Not in professional practice, extra-professional activities or in private life, engage in dishonourable or questionable conduct that may cast doubt on their professional competence or integrity or that may reflect adversely on the integrity of the profession;
  - 14.6.3** Ensure that advertising or promotional activities fairly and accurately communicate the expertise and skills offered, including professional qualifications and affiliations, education and experience;
  - 14.6.4** Act toward other members and colleagues in a spirit of fairness and consideration and not falsely or maliciously injure the professional reputation, prospects or practice of another member or other colleagues;

- 14.6.5** Respect colleagues in their professional capacity and when evaluating the work of another member, show objectivity and fairness and avoid ill-considered or uninformed criticism of the competence, conduct or advice of the member;
- 14.6.6** Not attempt to supplant another member once made aware that definitive steps have been taken toward the other's employment;
- 14.6.7** Only sign, stamp or seal a final drawing, specification, plan, report or other document actually prepared or checked by the member;
- 14.6.8** Report to the Institute the behaviour of any member believed to be in breach of this Code or the bylaws of the Institute in a timely manner;
- 14.6.9** Only make public statements on behalf of the Institute if authorized to do so;
- 14.6.10** Comply with any reasonable request of the Institute for information or for the co-operation of the member in pursuit of any Institute objective, including cooperation with any Institute disciplinary process; and
- 14.6.11** Respect the process and decision of any review or disciplinary process.