

Council Code of Conduct**Policy No. 1.2.2****Date of Policy:** October 26, 2015**Review Date:****Motion Number:** 8(a)(i)**Revision:****1. Preamble**

It is understood that attaining an elected position is a privilege which carries significant responsibilities and obligation. It is further understood that Council members are to be held to a higher standard of behaviour and conduct than the general public. Council members must be independent, impartial and responsible to the people. Members are expected to act with integrity and impartiality that will bear the closest scrutiny.

Members can become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under Part VII of *The Municipalities Act*.

At the commencement of each term, Members of Council will be expected to sign two copies of the Code of Conduct, and convey to each other and all stakeholders that they read, understand, accept, and agree to abide by it.

2. Conflict of Interest

- i) Members must follow the letter and spirit of provisions of *The Municipalities Act* Part VII Pecuniary Interest for Council Members.

3. Communication

- i) Members will accurately and adequately communicate the decisions of Council, even if they disagree with a majority decision.
- ii) Members are to respect the decision-making processes of Council.
- iii) Councillors must convey and conduct Council business in an open and public manner (other than those matters excluded by section 120 (2) of *The Municipalities Act*) so that stakeholders may learn the process, logic and rationale which is used to reach conclusions or decisions.
- iv) Council may periodically use formal or informal opportunities to seek public input as part of the decision-making process on issues which have broad impacts on the community.
- v) Council members will speak respectfully of each other, staff, the municipality, and all Council decisions.
- vi) Councillors will not comment on other members or staff in a manner which casts aspersions on their professional competence and/or credibility.

- vii) Members of Council shall exercise caution when communicating through both traditional media and social media to ensure accurate information is being imparted in a courteous and respectful manner.

4. Gifts

- i) No Member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office.
- ii) The following are exceptions to section 4(i):
- Food, lodging or transportation and entertainment provided by another government body
 - Food and beverage consumed at banquets and receptions
 - A suitable memento of a function honouring the member
 - Gifts that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation
 - A political contribution otherwise reported by law
 - If the value of the gift does not exceed \$100.00

5. Confidential Information

- i) The Member has a duty to hold in **strictest confidence** all *in camera* matters.
- ii) No Member shall use confidential information for personal or private gain, or for the gain of relatives, or any person or corporation.
- iii) Council members will only release information in accordance with *The Local Authority Freedom of Information and Protection of Individual Privacy Act*.

6. Relationship with other Councillors and Staff

- i) The Member shall treat the Chair, other Members, staff and delegations with courtesy, respect and good faith.
- ii) Only Council as a whole can direct staff members to carry out specific functions.
- iii) Council members agree that staff members have a duty to the whole Council rather than any individual member.
- iv) Members shall conduct themselves with decorum at Council meetings.
- iv) Members shall be respectful of the role of staff to advise based on objectivity and without undue influence from any individual member of Council.
- vi) No Member shall use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any staff member with the intent of interfering with that person's duties, including the duty to disclose improper activity.
- viii) Council members will act collectively to ensure good governance.

7. Use of Town Property

- i) Members will only use Town property, equipment or services connected with the discharge of their official duties.

8. Improper Use of Influence

- i) No Member shall use the influence of his or her office for any purpose other than for the exercise of official duties.
- ii) No Member may promise an appointment to any position as a reward for any political activity or contribution.

9. Duty to Report Violation

- i) No one may, directly or indirectly, induce, encourage, or aid a Member to violate any provision of this code.
- ii) Neither the Town nor any Council member may take or threaten to take, discharge, discipline, personal attack, harassment, intimidation, or change in job or salary against a person or their family for reporting a violation of the code.

10. Penalty

- i) A reprimand and/or
- ii) Suspension of the remuneration paid to the member in respect of his or her services as a member of Council or appointed committee or board, as the case may be, for a period of up to 90 days.

Date

Name

Title