

# COUNCIL CODE OF CONDUCT

In recognition of my commitment to the public that has been entrusted me to provide good governance I

\_\_\_\_\_, to the best of my ability will:

## ***Act with Integrity***

- Act in truth, honesty and openness with each other, staff and the public
- Strive to achieve the highest standards of personal integrity to inspire public confidence
- Acknowledge that the integrity of Council relies on the diligence of each councillor
- Make extraordinary attempts to treat all people justly and fairly
- Not defame the reputation of others
- Endeavor to develop the skills and knowledge required to be effective in our role
- Not obstruct the implementation of any Council decision
- Question any direction given that we think may be unethical or unlawful

## ***Demonstrate Respect***

- Assume a positive intent in dealing with others
- Create an atmosphere where the public are free to express ideas
- Ensure staff are free to provide advice without apprehension of repercussions
- Be prepared to contribute to Council's decision-making process
- Respect the democratic decisions of Council
- Observe and demand the maintenance and order of protocol and courtesy at meetings
- Actively listen to our colleagues and seek to understand their viewpoint
- Respect organizational hierarchy and the fact that Council only has one employee – the CAO
- Not criticize an individual staff person directly or in the public domain
- Focus on the issue and message rather than the messenger

## ***Serve the Public Interest***

- Make decisions because they benefit the public not the decision-maker(s)
- Serve the public with respect, concern, courtesy and responsiveness
- Advocate vested interests but recognize we serve the public interest
- Be prepared to expedite or make tough decisions as required
- Actively oversee the fiscal accountability and operational efficiency
- Not make promises or commitments that have not been authorized by Council
- Seek and review information from Administration before making a decision
- Devote the necessary attention to fulfill our responsibilities as a trusted elected official
- Consider social, environmental and economic sustainability for all decisions

## ***Exercise Stewardship***

- Ensure spending programs and tax policies are affordable and sustainable over time
- Work constructively with other levels of government
- Facilitate partnerships with other agencies to deliver services to the community
- Nurture the capacity of local groups to respond to community services and needs
- Ensure a healthy work place for staff and volunteers
- Provide clear performance expectations for strategic directions and services
- Not use our position to secure special privileges or advantages for self or family
- Protect the privileged information to which we have access in our duties
- Not use Civic property for personal use not sanctioned by policy

## ***Maintain Impartiality***

- Oppose any discrimination in setting directions and making policy
- Make decisions based on careful and fair analysis of the facts
- Maintain an open mind to hear other views even when holding a personal viewpoint
- Make decisions and policy through proper channels
- Seek and review information from Administration before making a decision

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date