

## **RECOMMENDATIONS**

1. That in accordance with section 113.1 of the Community Charter, that the Board review *Policy A1-37 Code of Conduct*.
2. That the Board approve the updates to Board Policy *A1-37 Code of Conduct* as per this Staff Report dated January 10, 2023.

## **BACKGROUND**

On January 25, 2022, the Regional District of Nanaimo Board (RDN Board) considered the staff report titled *Code of Conduct Draft for Consideration of the Board*. At that time, the RDN Board resolved to adopt *Policy A1-37 Code of Conduct* (Code of Conduct). The Board inquired about including additional information regarding social media use and on June 14, 2022, the RDN Board approved updates to the Code of Conduct to incorporate a new section titled Social Media Use.

### Legislative Requirement to Consider Code of Conduct

In accordance with section 113.1 of the *Community Charter*, the RDN Board must, within 6 months of its first Board meeting following a general local election, if a code of conduct for Board members has already been established, decide whether it should be reviewed.

### Model Code of Conduct - UBCM Working Group

Responsible conduct refers to how local government elected officials conduct themselves with their elected colleagues, with staff and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration, in a way that furthers a local government's ability to provide good governance to its community<sup>1</sup>. The *Model Code of Conduct* (Attachment 1) provides local government board members with a set of principles and general standards of conduct that can be used to develop their own Code of Conduct. This document was created by the Union of BC Municipalities Working Group and was updated in October 2022 to include revisions to the principles of conduct. As a result of this update, staff is recommending updates to policy *A1-37 Code of Conduct* (Attachment 2) to reflect revised wording in the Foundational Principles of Conduct and Standards of Conduct sections.

Staff will return to the Board with further recommended amendments for consideration with respect to *Policy A1-37 Code of Conduct* specifically regarding scope, necessary considerations for dealing with complaints, resolving conduct issues informally, establishing enforcement procedures, and sharing confidential information from closed meetings with municipal councils.

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<sup>1</sup> <https://www.ubcm.ca/sites/default/files/2021-08/Forging%20the%20Path%20to%20Responsible%20Conduct.pdf>

## **FINANCIAL IMPLICATIONS**

There are no financial implications for this report.

## **STRATEGIC PLAN ALIGNMENT**

People and Partnerships - Improve the governance and awareness of RDN activities for citizens throughout the Region.

## **REVIEWED BY:**

- S. Nixon, A/General Manager, Corporate Services
- D. Holmes, Chief Administrative Officer

## **ATTACHMENTS**

1. Model Code of Conduct - UBCM Working Group
2. DRAFT - Policy A1-37 Code of Conduct (December 2022)

# REGIONAL DISTRICT OF NANAIMO

## POLICY

SUBJECT: <i>Code of Conduct</i>	POLICY NO: A1-37
	CROSS REF.: A1-03
EFFECTIVE DATE: <b>January 25, 2022</b>	APPROVED BY: Board
REVISION DATE: <b>June 14, 2022</b> <b>January 10, 2023</b>	PAGE: 1 OF 56

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### POLICY STATEMENT

The Regional District of Nanaimo (RDN) Board of Directors is committed to shared expectations for conduct and behaviour for how members of the Board should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.

### PURPOSE

It is each Elected Official's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Elected Officials, staff, and the public. Elected Officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Elected Officials in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the Regional District of Nanaimo, the common law and any other legal obligations that apply to Elected Officials individually or as a collective Board.

Provincial legislation will soon require local governments in British Columbia to address code of conduct expectations for Elected Officials in each four-year term of office. This policy is designed to ensure compliance with this new legislative requirement.

### PROCEDURE

Following an election, each member of the RDN Board of Directors and Alternate Directors will be provided with the Code of Conduct Policy and a signature endorsing the policy will be requested as part of the orientation process.

### SCOPE

This Code of Conduct applies to the members of the Regional District of Nanaimo Board of Directors and Alternate Directors.

### FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. ~~Integrity – means being honest and demonstrating strong ethical principles. means conducting oneself honestly and ethically.~~ Conduct under this principle upholds the public interest, is truthful and honourable.

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2. ~~Respect – means having due regard for others’ perspectives, wishes and rights; means valuing the perspectives, wishes, and rights of others.~~ It also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when an Elected Official fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Elected Officials, individually and collectively, accept responsibility for their actions and decisions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when an Elected Official encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

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#### STANDARDS OF CONDUCT

**Integrity:** Integrity is demonstrated by the following conduct:

Elected Officials will:

1. Be truthful, honest, and open in all dealings, including those with other Elected Officials, staff and the public, while protecting confidentiality where necessary.
2. Behave in a manner that promotes public confidence, including actively avoiding any participation in a matter in which an elected official has a conflict of interest, improper use of office, or unethical conduct.
3. Act in the best interest of the public and community.
4. Ensure that their actions are consistent with the shared principles, and values, policies, and bylaws collectively agreed to by the Board.
5. Demonstrate the same ethical principles during both meetings that are open and closed to the public.
6. Follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
7. Direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
8. Behave in a manner that promotes public confidence in all of their dealings.
9. Express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

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**Respect:** Respect is demonstrated through the following conduct:

Elected Officials will:

1. Treat every person with dignity, understanding, and respect.

2. Show consideration for every person's ~~values, beliefs, and contributions to discussions, beliefs,~~ values, ideas, contributions, and add diverse perspectives.
3. Demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
4. Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
5. Refrain from any form of discriminatory conduct against another elected official, staff, or the public.
6. Not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may cause any person harm or make a person feel threatened.
7. Honour the offices of local government and fulfill the obligations of Chair and Director dutifully.
8. Recognize and value the distinct roles and responsibilities of local government staff.
9. Call for and expect respect from the community towards elected officials and staff.
10. Ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

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**Accountability:** Accountability is demonstrated through the following conduct:

Elected Officials will:

1. Be responsible for the decisions that they make and be accountable for their own actions and honour the intentions of the Board.
2. Listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
3. Carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.
4. Ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
5. Correct any mistakes or errors in a timely and transparent manner.
6. Listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
7. Act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern the local government.

**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

Elected Officials will:

1. Behave in a manner that builds public trust and confidence in the local government.
2. Consider the issues before them and make decisions as a collective body. As such, Elected Officials will actively participate in debate about the merits of a decision, but once a decision has been made, all Elected Officials will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
3. Recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Elected Officials and staff to provide their perspectives on relevant issues.

4. As leaders of their communities, calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
5. Recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Elected Officials, staff, and the public.
6. Recognize the importance of the role of the Chair of meetings, and treat that person with respect at all times.
7. Provide considered direction on regional district policies and support colleagues and staff to do the same.
8. Educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary.
9. Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
10. Advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
11. Foster positive working relationships between elected officials, staff, and the public.
12. Commit to building mutually beneficial working relationships with First Nations to further advance reconciliation efforts.
13. Positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

#### **CONFIDENTIALITY OF INFORMATION PRESENTED IN CLOSED MEETINGS**

All information presented to the Board in Closed meetings will be kept strictly confidential.

Any release of Closed information, including release to any person in our Member Municipalities, must be authorized by a Rise and Report motion passed by the Board detailing the terms of the release as per the Regional District of Nanaimo Board Procedure Bylaw.

#### **COMMUNICATION GUIDELINES**

As a general principle, the Board adopts the one employee model where the Board's point of contact with staff is the Chief Administrative Officer (CAO).

The Board recognizes the importance of ensuring that communications are directed to the CAO or shared with the CAO as necessary to facilitate orderly conduct of the business of the Board.

##### **Social Media Use**

The Regional District of Nanaimo's goals in using social media are to inform residents and the public of services, projects and initiatives and can enable engaging and effective communication to a broader audience in a timely way.

RDN Board members:

1. Are encouraged to share social media posts from the RDN to help broaden the reach of the information and help keep the public informed.
2. Will use their social media profiles as a secondary information source once matters have been officially released by the RDN.

3. Ensure that social media profiles do not serve as official information on behalf of the RDN.
4. Include an "in my opinion" disclaimer when making follow up or personal posts to the RDN's social media postings and when creating original posts pertaining to RDN-related business.
5. Will ensure that their social media content does not indicate a conclusive view on a matter coming before the RDN Board.
6. Will not engage in back-and-forth communications amongst themselves on social media to avoid the possibility of that being construed as a Board meeting.
7. Have a duty of confidentiality to the RDN and to uphold the RDN's reputation. RDN Board members will not post any of the following on their social media:
  - a) Information discussed in closed session, unless the information has been released from closed session by a resolution of the RDN Board.
  - b) Information that would not be presented in a public forum.
  - c) Personal or confidential information regarding any RDN employees, elected officials and/or advisory committee members.
  - d) Negative statements disparaging or calling into question the professional capabilities of staff.
  - e) Confidential business information belonging to the RDN, including non-public financial or operational information.

By signing below, I hereby endorse the Code of Conduct policy for the Regional District of Nanaimo Board for the four-year term beginning ~~October~~ November \_\_\_\_\_ (insert first year of the applicable four-year term) to ~~October~~ November \_\_\_\_\_ (insert fourth year of the applicable four-year term):

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Alternate Director, Area G

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Alternate Director, Area H



# MODEL CODE OF CONDUCT

## Getting Started on a Code of Conduct for Your Council / Board

1. PURPOSE AND SCOPE

2. INTRODUCTION

3. ETHICS AND INTEGRITY

4. CONFLICT OF INTEREST

5. RESPECT AND DIVERSITY

6. COMMUNICATION

7. FINANCIAL DISCLOSURE

8. SOCIAL MEDIA

9. DOCUMENTATION

10. REVIEW AND ENFORCEMENT

*Produced by the Working Group on Responsible Conduct*

*Updated in October 2022*

The model code of conduct is based on the principles of responsible government and good governance. It is intended to provide a framework for the development of a code of conduct for your council or board. The code should be tailored to the specific needs and circumstances of your council or board. It is intended to provide a framework for the development of a code of conduct for your council or board.



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*The Working Group on Responsible Conduct* is a joint initiative between the Union of BC Municipalities, the Local Government Management Association, and the Ministry of Municipal Affairs. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

## INTRODUCTION & EXPLANATORY NOTES

### What is a code of conduct?

- A code of conduct is a written document that sets shared expectations for conduct or behaviour. A local government council or board can adopt a code of conduct to establish shared expectations for how members should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.
- Responsible conduct of elected officials is not optional; it is essential to good governance. Responsible conduct refers to how government elected officials conduct themselves with their elected colleagues, with staff, and with the public. It is grounded in conducting oneself according to principles such as integrity, accountability, respect, and leadership and collaboration.
- A code of conduct is one tool that can be used by a local government council or board to promote or further responsible conduct. See the [Forging the Path to Responsible Conduct in Your Local Government](#) guide for complementary tools.

### What is the purpose of this document?

- The purpose of this document is to provide local government council or board members with a model code of conduct which establishes a set of principles and general standards of conduct that can be used as a starting point to develop their own code of conduct.
- This model code of conduct may also be useful for councils or boards who already have a code of conduct in place but are required to consider updating their code following the 2022 general local elections.
- The Working Group on Responsible Conduct has also developed a “Companion Guide” to accompany this document that provides discussion questions, things to keep in mind, and other tips to facilitate a council or board’s conversation in developing a code of conduct.
- The general standards of conduct set out in this model code of conduct reflect the foundational principles of integrity, respect, accountability, and leadership and collaboration. Local governments are required to reflect on these principles when considering whether to establish or update a code of conduct.
- Councils or boards may choose to customize and expand on the general standards of conduct provided in this model code of conduct by:
  - Adding examples of specific behaviours or other details to further elaborate on the standards of conduct that are provided;
  - Including additional standards of conduct that address topics of importance to the council or board and which are not directly dealt with by the standards of conduct already provided;
  - Including additional provisions in the code of conduct to support compliance or to cover informal resolution processes, formal enforcement processes such as complaints investigation and final resolution, and sanctions; and/or



- Incorporating, referencing or attaching other policies that are generally related to responsible conduct (such as social media policies), where a council or board feels it is appropriate.

### **What are some considerations in developing and using a code of conduct?**

- In developing a code of conduct, council or board members should consider not just the content of the code of conduct, but also how to make it meaningful for members, both as individuals and as a collective decision-making body. While there is no ‘right’ way to develop and use a code of conduct, councils or boards should consider the following to maximize the effectiveness of their code of conduct:
  - *Don’t overlook the importance of the process when developing and adopting a code of conduct:* How a code of conduct is developed and adopted matters; providing opportunities for council or board members to discuss not just the “what” but also the “why” of a code of conduct will help ensure its effectiveness.

To start with, understanding the context for developing and adopting a code of conduct is important – is the council or board being proactive or have there been particular incidents of concern; does the council or board need to consider its collective “blind spots”, such as identifying and airing subconscious assumptions or systemic barriers? Discussing the language and content of the code of conduct and how it can best be customized to meet the needs of the council or board and individual members is also important. Discussing shared expectations as a part of the orientation process for newly elected officials or including the code of conduct as an outcome of a strategic planning process (with dedicated follow-up opportunities for development) could be good ways of ensuring a code of conduct is adopted in a meaningful way.

- *Make the code of conduct meaningful:* Finding ways to integrate the code of conduct into the council or board’s ongoing governance will help ensure that it remains a relevant and effective living document. For instance, some councils or boards may choose to refer to the code of conduct at every meeting; others may have a copy included in every agenda package or framed on the wall in the meeting room or placed on the desk of each elected official as a regular point of reference.
- *Make sure the code of conduct is consistent with existing laws and policies:* Council or board members may include a variety of topics in their code of conduct. Where existing laws or policies deal with topics they choose to include in their code of conduct (i.e., privacy legislation; Human Resources policies; etc.), they must ensure that their code of conduct is consistent with those laws and policies.
- *Offer ongoing advice, education, and support:* A council or board will also want to consider how members can best be supported in working with their code of conduct. This could include, for example, general education around the purpose of codes of conduct, opportunities for members to receive specific advice on how the code of conduct should be interpreted and applied, as well as other ongoing opportunities for support and education – for example, orientation when new members join the council or board or regular debriefings following council or board meetings to discuss how effectively the code of conduct guided the discussion.
- *Revisit it regularly:* Council or board members should approach their code of conduct as a living document to be reviewed and amended from time to time, to ensure that it remains a relevant and

effective tool. At a minimum, councils and boards are required to consider updating their code of conduct following a general local election; however, it is encouraged that councils and board review it more often than once per term.

## APPENDIX A

The local government representatives of the community are elected to represent the community and to provide leadership and guidance to the community. They are elected to represent the community and to provide leadership and guidance to the community.

Local government representatives are elected to represent the community and to provide leadership and guidance to the community. They are elected to represent the community and to provide leadership and guidance to the community.

In order to fulfill our obligations and duties to the community, we are required to conduct ourselves to the highest ethical standards. It is our responsibility to ensure that those who hold public office and the standards of conduct set out below are followed in all of our dealings with every person, including those with whom we work, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THE CODE OF CONDUCT

The code of conduct applies to all members of the council/boards. It is a condition of office for all members of the council/boards. It is a condition of office for all members of the council/boards.

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This document is a model code of conduct for local government representatives. It is not intended to be used as a legal document. It is intended to be used as a guide for local government representatives.

# MODEL CODE OF CONDUCT <sup>1</sup>

## A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is essential to providing good governance for the *[city / municipality / regional district / district]* of *[name of local government]*.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THIS CODE OF CONDUCT

This code of conduct applies to the members of *[city / municipality / regional district / district]* of *[name of local government]*. It is each member’s individual responsibility to uphold both the letter and the spirit of this code of conduct in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This code of conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members individually or as a collective council or board.

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<sup>1</sup> Some sections of this code of conduct include additional information in a shaded box. This information is for guidance and context only and is not intended to be included in a local government’s code of conduct.



## **C. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT**

### ***Information about the Foundational Principles:***

*The foundational principles of integrity, respect, accountability and leadership and collaboration have been identified by the Working Group on Responsible Conduct as being important to promoting and furthering responsible conduct and should be incorporated into every code of conduct.*

*A high-level definition of each foundational principle, along with a general description of the type of conduct that upholds each principle, is provided below. These principles are intended to provide members with a shared understanding of responsible conduct and guide them in fulfilling their roles and responsibilities both as individual elected officials and as a collective council or board. Key standards of conduct are set out in subsequent sections of this model code of conduct to provide specific examples of the types of conduct that demonstrate the foundational principles.*

*These four principles, in conjunction with the key standards of conduct, can be used as a guide for elected officials against which to assess their own conduct.*

1. **Integrity** – means conducting oneself honestly and ethically.
2. **Respect** – means valuing the perspectives, wishes, and rights of others.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions.
4. **Leadership and Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

## **D. OPTIONAL: VALUE STATEMENTS**

### ***Information about including Value Statements:***

*A council or board may wish to customize their code of conduct to include ‘value statements’. These are high-level statements that identify the values that the council or board consider important and feels should be included for context in their code of conduct.*

*A council or board may find the “Companion Guide” to this code of conduct useful as they consider how ‘value statements’ may be incorporated into their own code of conduct.*

## E. STANDARDS OF CONDUCT

### **Information about the Standards of Conduct:**

*The following section provides general standards of conduct that reflect the foundational principles identified above. A council or board can customize their code of conduct by including additional standards of conduct, or by expanding on existing standards of conduct to more clearly demonstrate how a member can exemplify responsible conduct.*

*A council or board may find the “Companion Guide” to this code of conduct useful as they consider how these general standards of conduct may be customized to best fit their needs.*

**Integrity:** Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

**Respect:** Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people’s beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.



- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor/Director dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

**Accountability:** Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.
- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- Members will correct any mistakes or errors in a timely and transparent manner.
- Members will accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

**Leadership and Collaboration:** Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.

- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary
- Members will create space for open expression by others, take responsibility for one’s own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.
- Members will foster positive working relationships between elected officials, staff, and the public.
- Members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

## **F. ENCOURAGED: ENFORCEMENT MECHANISMS**

### ***Information about including Enforcement Mechanisms:***

*A council or board may want to include enforcement mechanisms to support compliance of their code of conduct. These mechanisms may include informal resolution, administratively fair and formal complaint processes, third-party investigators, and sanctions. Local governments are always first encouraged to focus on continuous improvement to foster responsible conduct, maintain good governance, and resolve conduct issues informally. A council or board may want to consult the “Companion Guide” and the “Forging the Path to Responsible Conduct in Your Local Government” guide for tips and resources that support the development of practical enforcement mechanisms.*

## **G. OPTIONAL: ADDITIONAL POLICIES**

### ***Information about including Additional Policies:***

*A council or board may choose to include additional policies as part of their code of conduct. These additional policies may be useful in addressing matters of importance that require deeper attention or that are connected to the four foundational principles. Some examples of the types of policies that a council or board could include are provided below.*

*A council or board may want to consult the “Companion Guide” for tips and resources for including additional policies.*

### **Policies About Communications**

- *Use of social media by members.*
- *How members communicate as representatives of the local government.*

### **Policies About Personal Interaction**

- *Interactions between members and others, such as the public, staff, bodies appointed by the local government, and other governments and agencies (e.g., respectful workplace policies).*
- *Roles and responsibilities of staff and elected officials.*

### **Policies About How Information is Handled**

- *Proper handling and use of information, including information which is confidential or otherwise protected and is made available to members in the conduct of their responsibilities.*
- *Retention and destruction of records.*
- *How and when information that was relevant to the decision making process is made publicly available.*

### **Policies About Other Matters**

- *Creation, use, and retention of the local government’s intellectual property.*
- *Personal use of local government resources.*
- *Receipt of gifts and personal benefits by members.*
- *Provision of remuneration, expenses, or benefits to members in relation to their duties as members.*