



POLICY – PROCEDURE MANUAL

TITLE: POLICY C - 35 CODE OF CONDUCT

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE:</u>
W. Waycheshen, C.A.O	Council	June 5, 2023

Policy Statement

Policy C-35 Code of Conduct is a Policy to regulate the conduct of Members of the District of Kitimat.

“**Members**” means Mayor, Councillors and persons appointed to Committees.

As Members we recognize that responsible conduct is essential to providing good governance for the District of Kitimat.

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

For Members to fulfill obligations and discharge duties, Members 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.

Application

This Code of Conduct applies to the Members of the District of Kitimat. 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.

Principles

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.
2. Respect – means having due regard for others’ perspectives, wishes and rights; 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 a member 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 Members, 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 a Member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

Standards of Conduct

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other Members, staff and the public.
- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Members.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will 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.
- Members will behave in a manner that promotes public confidence in all their dealings.

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person’s values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective (Council and/or Committee).
- Members will listen to and consider the opinions and needs of the community in all decision- making and allow for appropriate opportunities for discourse and feedback.
- Members will 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.



Leadership and collaboration are demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- Members will consider the issues before them and make decisions as a collective body. As such, Members will actively participate in debate about the merits of a decision, but once a decision has been made, all Members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, Members will 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.
- Members will 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 Members, staff, and the public.

Training

This policy will be reviewed annually and training will be provided to all Members on related topics, such as respectful workplace, active listening, or inclusivity in meetings, leadership and communications.

Application of Code of Conduct

Policy C-35 Code of Conduct is intended to be self-enforcing from the date of adoption.

Policy C-35 Code of Conduct will be made available to Members and will be posted and accessible for the public to help build public confidence and demonstrate a commitment to good governance.



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MEMBER STATEMENT

Policy C-35 Code of Conduct applies to the Members of the District of Kitimat. Members means Mayor, Councillors and persons appointed to Committees.

As a Member, I agree to:

- uphold both the letter and the spirit of this Code of Conduct in my dealings with other Members, staff, and the public.
- conduct myself in accordance with the Code of Conduct's foundational principles of:

Integrity – I will be honest and demonstrate strong ethical principles. I will uphold the public interest, be truthful and honourable.

Respect – I will have due regard for others' perspectives, wishes and rights; I will defer to the offices of local government, and the role of local government in community decision making. I will demonstrate due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Accountability – I will be willing to accept responsibility or to account for my actions. I will, individually and collectively, accept responsibility for actions and decisions.

Leadership and Collaboration – I will lead, listen to, and positively influence others; to create or meet a common goal through collective efforts. I will encourage individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

I affirm that I have read and understood the District of Kitimat Code of Conduct Policy.

Signature: _____

Date: _____

Name: _____

Office: _____
(Mayor/Councillor/Committee Member)