



ELECTED OFFICIAL CODE OF CONDUCT

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Introduction

As local elected representatives serving the City of Enderby (“members”), we recognize that responsible conduct is essential to providing good governance for the City of Enderby.

We further recognize that responsible conduct is based on the following principles:

- (a) members must carry out their duties with integrity;
- (b) members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- (c) members must be respectful of others;
- (d) members must demonstrate leadership and collaboration.

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

APPLICATION AND INTERPRETATION

This Code of Conduct applies to the members. 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.

Members must conduct themselves in accordance with the law. This Code of Conduct is intended to be 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 council.

To the extent that there is a conflict between this Code of Conduct and other legal obligations, the other legal obligations shall prevail.

Principles

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.

Standards of Conduct

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.
- 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.
- Members will not use local government resources for their personal benefit.
- Members will behave in a manner that promotes public confidence in all of their dealings, which includes making fair and impartial decisions and abiding by Division 6 of Part 4 [*Conflict of Interest*] of the *Community Charter*.
- Members will not retaliate against a complainant or other members and staff who are involved in a complaint or co-operate in a resolution or investigation of an alleged breach of this Code of Conduct.
- Members will not make complaints under this Code of Conduct that are vexatious, frivolous, or in bad faith.

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 and Councillor dutifully.
- Members will recognize and value the distinct roles and responsibilities of local government staff and adhere to the one-employee governance model.
- 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 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 indigenous persons and communities to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.
- While communicating on behalf of the City or Council, members will endeavour to communicate the corporate or council position accurately.
- Members will clearly indicate when a statement made to the public or media is individual or personal in nature.

Complaint Handling and Remedies

Any member who has identified or witnessed conduct by another member that they reasonably and in good faith believe to have breached this Code of Conduct may address the breach by:

- Seeking an informal resolution to the matter by discussing the breach with the other member, or
- Referring the matter in writing to the Chief Administrative Officer (or Deputy Chief Administrative Officer, if it involves the Chief Administrative Officer) and the Mayor (or Acting Mayor, if it involves the Mayor).

In the event that a complaint or allegation is referred, the following steps will be taken:

- The Chief Administrative Officer and Mayor (or their respective alternates) will attempt to remedy the matter within thirty (30) days of the referral. Remedies may include:
 - An informal resolution;
 - A consent agreement with the respondent member; and/or
 - A report to Council, with or without a recommended action, or set of actions, that Council may take in order to advance or remedy the complaint or allegation.
- If the matter requires further investigation, an independent third party will be retained by the Chief Administrative Officer (or Deputy Chief Administrative Officer, if it involves the Chief Administrative Officer) to investigate the complaint or allegation and provide a written report to Council summarizing the facts, findings, and available remedies.
- Decisions authorizing specific remedies are made by Council, and should always consider fairness, proportionality, and reasonableness. Remedies may include, but are not limited to:
 - Dismissing the complaint or allegation;
 - A request for a written apology by the respondent member to Council and/or the complainant;
 - Removal from committee or commission memberships;
 - Removal of portfolio or external liaison appointments;
 - Prohibition from representing the City or Council publicly, including at events, conventions, and conferences, and a corresponding restriction placed upon travel, registration, and other incidental expenses;
 - Restrictions on how the member may access confidential or private information;
 - Public censure; and/or
 - Such other recommendations as proposed by the third-party investigator.
- Confidentiality, but not anonymity, will be maintained while the complaint or allegation is being handled to the extent that is reasonably possible while still furthering the purposes of

this Code of Conduct. While the confidentiality of the complaint, report, and remedies will be held in confidence when possible, certain remedies are necessarily or unavoidably public.

- At all times, the right to procedural fairness will be maintained for both the complainant and the respondent. This includes the right of the respondent to know of the complaint or allegation and to be provided with a reasonable opportunity to prepare and provide a response to the complaint or allegation, a summary of the findings of any report related to the complaint, as well as any proposed disciplinary remedy, prior to Council making a decision.
- The disciplinary remedies described above may be applied by Council for reasons other than a breach of this Code of Conduct, and their inclusion above in no way abrogates Council's general authority to govern itself outside of the scope of this Code of Conduct nor replace other remedies available through statute or common law.

Affirmation

I hereby affirm that I will apply the principles of the City of Enderby Elected Official Code of Conduct in the discharge of my obligations, duties, and responsibilities.

Signature _____

Name _____

Date _____