



# District of Lantzville

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**Policy No.:** 3002-1

**Date of Implementation:** May 6, 2019

**Council Resolution:** C19-86

**Amended:**

**Council Resolution:**

## ***COUNCIL CODE OF CONDUCT***

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### **PURPOSE**

To provide a written document that sets shared expectations for conduct and behaviour for how members of Council should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.

### **POLICY**

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the District of Lantzville. 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 active participants in ensuring that these foundational principles, and the standards set out in this Code of Conduct, are followed in all of our dealings with other Elected Officials, staff, and the public.

### **PRIMARY GOALS**

#### **FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT**

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 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.

### **STANDARDS OF CONDUCT**

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

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

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

1. Elected Officials will treat every person with dignity, understanding, and respect.
2. Elected Officials will show consideration for every person's values, beliefs, and contributions to discussions.
3. Elected Officials will demonstrate awareness of their own conduct, and consider how their words or actions may be perceived as offensive or demeaning.
4. Elected Officials will 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 makes them feel threatened.

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

1. Elected Officials will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council.
2. Elected Officials 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.
3. Elected Officials 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:** Leadership and collaboration is demonstrated through the following conduct:

1. Elected Officials will behave in a manner that builds public trust and confidence in the local government.
2. Elected Officials will 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. Elected Officials will 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, Elected Officials 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.
5. Elected Officials 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 Elected Officials, staff, and the public.
6. Elected Officials will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.

## **PROCEDURE**

Each new member of Council will be provided with the Council Code of Conduct Policy and a Letter (Sample Attached) to sign as evidence of their individual commitment to abide by the spirit and letter of the Code of Conduct.

## **SCOPE & RESPONSIBILITY**

This Code of Conduct applies to the members of Council of the District of Lantzville (“Elected Officials”). 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 District of Lantzville, the common law and any other legal obligations that apply to Elected Officials individually or as a collective Council.

*Sample Letter*



**COUNCIL CODE OF CONDUCT**

The public expects a responsive local government with the highest standards of professional conduct from those elected to it. The residents of the District of Lantzville are entitled to have a fair, ethical and accountable municipal Council that has earned the public's full confidence for integrity. It is an honour and a privilege to serve the public.

As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the District of Lantzville. 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 active participants in ensuring that these foundational principles, and the standards set out in the Code of Conduct, are followed in all of our dealings with other Elected Officials, staff, and the public.

Our signatures below are evidence of our individual commitments to abide by the spirit and letter of the Code of Conduct.

Signed at the District of Lantzville, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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Mayor,

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Councillor,

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Councillor,

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Councillor,

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Councillor,