

VILLAGE OF TAHSIS			
Policy Title:	Code of Conduct	Policy No.	2015
Effective Date	August 6, 2019	Supersedes	Policy N/A
Approval	Council	Resolution Number	363/2019
Review Date	August 6, 2023		

Section 1 - PURPOSE

As local elected representatives we recognize that responsible conduct is essential to providing good governance for the Village of Tahsis.

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

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.

Respectful dialogue fosters effective communication. The Code aims to establish clear boundaries for communication without stifling debate. By implementing the Code, Council will build a safe space for honest, authentic, brave, passionate, and respectful dialogue.

Section 2 - DEFINITIONS

“Accountability” means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Council, individually and collectively, accepts responsibility for actions and decisions.

“Impartiality” means when making decisions relying on objective criteria rather than on the basis on bias, prejudice or preferring one person’s views over another for improper reasons.

“Inclusion” means that Council will have regard to those with disadvantages to ensure that they have seamless access to enjoy the same programs and services as all others.

- “Integrity” means being honest and demonstrating strong ethical principles. Conduct under this principle upholds public interest, is truthful and honourable.
- “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 Council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.
- “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
- “Transparency” means a commitment to conducting Council business in open meetings, unless prohibited by statute, sharing information with the public and having an “open door” policy.
- “Village of Tahsis” means the Corporation of the Village of Tahsis

### Section 3 – Scope of Policy

- 3.1 The policy applies to all members of Council and the CAO. It is each member’s individual responsibility to uphold the letter and the spirit of this Code of Conduct in their dealings with other members, staff and the public.
- 3.2 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.

## Section 4 – Standards of Conduct

Members of Council and the CAO will exhibit the values of:

- Accountability
- Impartiality
- Inclusion
- Integrity
- Leadership and Collaboration
- Respect
- Transparency

as defined above in fulfilling their duties and obligations as elected officials and staff.

## Section 5 – General Conduct

- 5.1 Council members must adhere to the values, principles and provisions of the Code of Conduct.
- 5.2 Council members must act lawfully and within the authorities of the *Community Charter*, the *Local Government Act* and any other applicable statutes and regulations.
- 5.3 Council members have an obligation to consider issues and exercise powers, duties and functions in a manner that avoids arbitrary and unreasonable decisions.
- 5.4 Council members must avoid behavior that could contravene:
- this policy;
  - the *BC Human Rights Code*; and
  - Village bylaws and policies, including the Respectful Workplace and Prevention of Harassment, Bullying and Discrimination
- 5.5 Council members must treat one another, staff and the public with dignity and respect. They must also refrain from behavior that is an abuse of power or otherwise amounts to discrimination, harassment, personal threats, intimidating or demeaning behavior or verbal attacks upon the character, professionalism or motives of others.
- 5.6 Council members shall not:
- undermine other members of Council or Council as a whole by making critical, denigrating or derogatory comments about the views, decisions, positions, expressed or approved by Council;
  - engage in physical altercations with any person;

- defame, libel or slander a member of Council, staff or the public;
- utter or otherwise make threats of violence aimed at a member of Council, staff or the public; and/or
- utter or otherwise make racist, sexist or homophobic remarks

5.7 Contraventions of the General Conduct rules, as set out this section, may result in sanctions being imposed by Council.

## Section 6 – Conduct of Meetings

6.1 Council members shall prepare themselves for meetings by reading all materials, and during the meeting listen courteously to all discussions and focus on the business at hand. Council members should refrain from interrupting other speakers while not unnaturally constraining dialogue.

6.2 Council members are encouraged to be courageous in bringing forward ideas and in debate while being mindful of the impact of their language on others.

6.3 Council members shall further the public interest by keeping an open mind, acting on the best information and being transparent in decision making.

6.4 Council members shall not engage in:

- side conversations
- eye rolling
- disrespect of the Chair
- foul language
- verbal condemnation of other members of Council