

## Code of Conduct – Policy #100.23

Established: May 24, 2022

Contact Department: Corporate Services

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### Guiding Principle

The District of Summerland is an open, fair, ethical and accountable municipal government with a Council that is recognized for its integrity and accountability.

### Purpose

The Code of Conduct outlines the standards of conduct for the District of Summerland Council.

### Application

This code applies to all members of the District of Summerland Council (referred to as “members”).

### Policy Statement(s)

#### **Six Foundational Principles of Responsible Conduct:**

##### 1. Integrity (Honesty)

Members will be honest and demonstrate strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable. Members are trustworthy and are accountable, following through on commitments.

##### 2. Respect

Members will treat everyone equally and justly and hold each other and those we serve in high regard while maintaining a modest sense of their own importance. Members will have due regard for others perspectives, wishes and rights and will debate issues by speaking with composure, and listening actively when other viewpoints are encountered.

##### 3. Accountability

Members have an obligation and willingness to accept responsibility or to account for their actions and decisions.

##### 4. Leadership and Collaboration

Members will demonstrate the ability to positively work with and influence others. Members will come together to lead resolution of an issue or make decisions based on common ground, when possible.

#### 5. Creativity

Members are imaginative, original, progressive and resourceful in accomplishing their tasks while problem-solving or fostering innovation, together.

#### 6. Transparency

Members will openly share pertinent information and communicate clearly and accurately, and will not withhold facts or data that could otherwise guide the decision making to a successful outcome.

### **Standards of Conduct:**

- Act in the Public Interest

Members shall act in the public interest by conducting business with integrity in a fair, honest and open manner.

- Comply with the Law

Members shall comply with all applicable federal, provincial and local municipal laws in the performance of their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable District bylaws.

- Conduct of Members

Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, Committees, District Staff or the public.

- Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by Council governing the deliberation of public policy issues, including involvement of the public.

- Conduct of Meetings

Members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Members shall endeavour not to interrupt other speakers or make comments not germane to the business of the body (or otherwise interfere with the orderly conduct of a meeting).

- Decisions Based on Merit

Members shall base their decisions on the relevant merits and substance of the matter at hand, including input received from District staff, Council Committees, and the public.

- Sharing Substantive Information

Members may share with each other substantive information that is relevant to a matter under consideration by the Council, which they may have received from sources outside of the public decision-making process. If a Member has a concern regarding whether the information received should be shared, the Member shall first consult with the Chief Administrative Officer.

- Conflict of Interest

Members shall familiarize themselves and act in accordance with the provisions set out in the conflict of interest sections of the *Community Charter*.

- Gifts

Members must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of their duties, except in accordance with the provisions of the *Community Charter*.

- Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel, legal affairs, or other information of the District distributed for the purposes of, or considered in, a closed Council meeting. Members shall neither disclose confidential information without proper authorization, nor use such information to advance their own or anyone's personal, financial or other private interests. Without limiting the generality of the foregoing, members shall not disclose Council resolutions or staff report contents from a closed meeting of Council unless and until a Council decision has been made for the information to become public. Members shall not disclose detail on Council's closed meeting deliberations or how individual members voted on a question in a closed meeting.

- Use of Public resources

Members shall not use District resources such as staff time, equipment, supplies or facilities, for private gain. For example, members shall not undertake municipal election campaign related activities at Municipal Hall or on other premises owned by the District during regular working hours, unless such activities are organized by the District.

- Advocacy

Members shall represent the official policies or positions of the Council to the best of their ability when acting as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council or the District, nor shall they allow the inference that they do.

- Policy Role of Members

Members shall respect and adhere to the Council/Chief Administrative Officer structure of municipal government as practiced in the District. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by the District staff and Council committees. Members therefore shall not interfere with the administrative functions of the District or with the professional duties of District staff, nor shall they impair the ability of staff to implement or enforce Council’s policy decisions.

- Positive Workplace Environment

Members shall treat other members, the public and District staff with respect and shall encourage the personal dignity, self-esteem and wellbeing of those with whom they come in contact with during the course of their professional duties. Comments about District staff performance shall only be made to the Chief Administrative Officer through private correspondence or conversation.

- Member Questions/Inquiries to District Staff

Member requests for information from staff shall be directed to the Chief Administrative Officer. If the response constitutes more than a technical clarification or the simple sharing of publicly available information, then the response shall be provided to all Members so that all Members have access to the same information.

- Implementation

As an expression of the standards of conduct for members expected by the District, this Code is intended to be self-enforcing. This Code therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council. Members elected to Council shall be requested to sign a member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

- Compliance and Enforcement

Members are responsible for positive, proactive conflict resolution and will speak first to the member with which they have a conflict. If unresolved then the Member will inform the Mayor and the Chief Administrative Officer about the conflict. The Mayor and Chief Administrative Officer will make the necessary considerations and, if needed, seek professional third-party support.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description