

**Title: COUNCIL MEMBER CODE OF ETHICS**

**Policy No: 1012**

**Approval: Council**

**Effective Date: November 26, 2013**

**Supersedes Policy No: (CO 03)**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

*"A Great Place to Live, Work and Play"*

**Policy Statement:** The Council Members of the Municipal District of Greenview No. 16 (Greenview) will, at all times conduct themselves in a manner that is ethical, businesslike and lawful, and shall use the authority vested in them appropriately and, at all times, for the betterment of the community as a whole. Council Members will treat fellow Council Members, Greenview staff, residents, visitors and all other parties which they communicate with in the process of carrying out their duties with the utmost level of respect and dignity. Council Members who breach this policy shall be subject to sanctions as specified here within.

**Purpose:** The purpose of this policy is to establish ethical standards which are to be followed by Council Members and sanctions for those that breach these standards.

**Principles:**

1. The primary obligation of Council Members is to represent the best interests of Greenview. This accountability supersedes all other interests.
2. Councillors shall consider the welfare and interests of the municipality as a whole and to bring to Council's attention anything that would promote the welfare or interest of the municipality.
3. Council Members will observe a high standard of professionalism when representing Greenview in their dealings with the community. Councillors shall hold themselves to the highest standard when engaging in any form of public conduct.
4. Council Members' interactions with the public, press or other entities must recognize the same limitation of any Council Member to speak for Council, except to repeat explicitly stated Council decisions.
5. All Members of Council shall communicate and work toward the effective and consistent implementation of the positions and decisions of the Council, even if they disagree with Council decisions. In this way, Councillors will foster respect for the democratic decision making process.
6. Debate shall be considered healthy and be limited to the decisions that affect the programs of Greenview. Councillors will show respect for all other Members of Council and Greenview Staff.
7. Councillors will take all points of view into account when making decisions.
8. Council Members will think independently and refrain from forming allegiances with factions within Council.

9. Council Members shall not, either directly or indirectly release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by Council or required by law to do so. This includes keeping confidential any aspect of in-camera deliberation, any information required to be kept in confidence as prescribed by Privacy Legislation and information subject to solicitor-client privilege.
10. No member of Council shall solicit or accept a reward, gift or benefit of any kind, personally or through a family member or friend which is connected directly or indirectly with the performance or duties of office; however, Members of Council are not precluded from accepting:
  - a) Rewards, gifts or benefits not connected with the performance or duties of office;
  - b) Political contributions that are accepted in accordance with applicable law;
  - c) Reasonable quantities of food and beverages at banquets, receptions, ceremonies or similar events;
  - d) Food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
  - e) A reimbursement of expenses incurred in the performance of duties or office;
  - f) Token gifts such as souvenirs, mementos and commemorative gifts that are given in recognition of service or for attending an event;
  - g) Gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.
11. Members of Council will not engage in any activity which would, or could reasonably be expected to, interfere with the ethical discharge of their duties; such activities could include, but would not be limited to:
  - a) Self-dealing or conduct of business or personal service between the Council Member and Greenview, except as provided for by the Municipal Government Act;
  - b) Using their position as Council member to obtain employment with Greenview for themselves or a member of their family;
  - c) Use any influence of the office for any purpose other than official duties;
  - d) Use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties;
  - e) Placing themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
  - f) Influencing any Administrative or Council decision or decision-making process involving or affecting any person or organization in which a Member or Members of Council have a financial interest.
12. Council Members will disclose their affiliations or interest with an organization that may affect their decision making on matters before Council, regarding that organization and this disclosure shall be noted in the meeting minutes.
13. Members of Council shall at all times conduct themselves in a manner that reflects the separation of roles and responsibilities between Council and Administration.
14. Council Members shall provide leadership to the Chief Administrative Officer as a body and not individually.

15. Comments or concerns about the performance or actions of any staff member will only be made by the Council Member in confidence to the Chief Administrative Officer.
16. Requests for information from Council Members shall be vetted through the Chief Administrative Officer's office, or through his or her designate, and any information provided shall be provided to all Council Members.
17. Council Members shall not give direction to any municipal employee or contracted resource, other than to, or through, the Chief Administrative Officer or his or her designate.
18. No Member of Council shall commit Greenview to any specific course of action, expenditure, or use of municipal resources.
19. All personnel matters shall be dealt with strictly in camera.
20. Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status or disability.
21. Council Members shall not harass anyone where, in accordance with the Human Rights Code, harassment shall mean engaging in a course of vexatious comment or conduct that is known or out reasonably to be known to be unwelcome.
22. Any Member of Council who believes that this policy has been contravened by another Member of Council is to advise the member and the Reeve in writing of the complaint. If the Reeve is the subject of the complaint, then the complaint shall be provided to the Deputy Reeve. The matter will then be referred to the next Regular Council meeting to be discussed in camera.
23. Council will determine, as a whole whether or not there is validity to any complaint brought forward pursuant to this policy, regarding any Member of Council.
24. If Council determines that a complaint reviewed under this policy is valid then Council, by resolution, may impose one or more of the following sanctions against the offending party(s):
  - a) Verbal reprimand provided by the Reeve or Deputy Reeve;
  - b) Written Censure;
  - c) Termination of the Council Member's appointment to one or more committees or boards;
  - d) Request for an inquiry under Section 572 of the Municipal Government Act;
  - e) Initiation of legal action under Section 175 of the Municipal Government Act.

Approved: 13.11.643