



<b>Date Approved:</b> February 20, 2013 February 16, 2011 (original)	<b>Motion:</b>
<b>Title:</b> Council Code of Conduct and Values	<b>Policy No.</b> 21

**Purpose:**

The purpose of this Code of Conduct and Values is to outline certain basic rules for elected municipal government officials in Bawlf so that they may carry out their entrusted duties with impartiality and dignity, recognizing that the function of Council members is, at all times, service to their community and the public.

To further these objectives, certain principles should govern the conduct of Council members of the Village of Bawlf in order that they shall maintain the highest standards in public office and faithfully discharge the duties of office.

**Background:**

The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the residents. The residents of the Village of Bawlf have a right to expect that its local Municipal Government will conduct its business with integrity and in a professional manner. Therefore, it is imperative that there not be, nor appear to be, any conflict between the private interests of elected officials and appointed board members and their duty to the public. Furthermore, local government decision and policies are to be made through the proper channels of government structure.

**Policy:**

Council Members of the Village of Bawlf shall abide by the following rules and principles, known as the Code of Conduct:

1. GOVERN their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta (Municipal Government Act);
2. COMMIT to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as Council members;
3. AVOID the use of foul language during any and all business when acting as Council members;
4. REPRESENT, as a primary obligation superseding all other interests, the best interests of the community;
5. SERVE in a liaison role when appointed as members of committees or boards;
6. AVOID conflict of interest, by refraining from any conduct of private business or personal services between any Council members and the corporation, except as provided by the Municipal Government Act;
7. NOT USE their positions to obtain employment with the corporation for themselves, family members or close associates;

8. NOT USE confidential information for the personal profit of themselves or any other person;
9. DISCLOSE their affiliations or interest with an organization that may affect their decision making on matters before Council regarding that organization;
10. NOT ATTEMPT TO EXERCISE individual authority over the corporation;
11. RECOGNIZE, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly Council authorized;
12. RECOGNIZE, when interacting with the public, press or other entities, the same limitation and the inability of any Council member to speak for the Council except to repeat explicitly stated Council decisions;
13. AVOID publicly degrading staff, Council members and past Councils;
14. DIRECT any comments on staff performance to the Chief Administrative Officer;
15. AVOID public comment on staff performance;
16. DIRECT any questions regarding staff duties, hours of work, coffee breaks, etc. to the Chief Administrative Officer, not the staff members themselves;
17. RESPECT the confidentiality of issues that are determined by policy of Council to be confidential and not communicate confidential information to anyone not entitled to receive same;
18. PRESERVE the integrity and impartiality of Council;
19. For a period of twelve (12) months after leaving office, abide by the applicable standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity;
20. Members of Council shall not assume that any unethical activities not covered by or specifically prohibited by this Code of Conduct and Values, or any legislation, are therefore condoned.

Council members of the Village of Bawlf shall abide by the following Values:

1. respect for individuals and each other
2. honesty and integrity
3. openness
4. willingness to listen
5. willingness to participate
6. commitment to the task at hand
7. receptive to new ideas
8. dedication to preparation
9. mutual support through positive feedback
10. speak with one voice

### **Procedures for Handling Complaints:**

The Village of Bawlf takes breaches of the Code of Conduct and Values seriously and expects any member of Council who perceives a breach to take action immediately.

In the event that a member of Council believes that one (or more) of the clauses written above has been breached by another member of Council, the following steps shall be taken:

1. Any member who perceives that a violation has occurred shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.
2. The Mayor (or Deputy Mayor) shall call a special Council Meeting for the purpose of considering the complaint in camera.

3. If a majority vote of the members of Council, who are present, at the Council Meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council Meeting:
  - a. Verbal reprimand provided by the Mayor or Deputy Mayor.
  - b. Written censure.
  - c. Initiate legal action to remove the Councillor from Council as per Section 175 of the Municipal Government Act if the breach relates to a conflict of interest pursuant to Sections 169-173 of the Municipal Government Act and if the Councillor refuses to resign immediately.
  - d. Termination of the Councillor's appointment to committees.
  - e. Council may request that an inquiry be conducted under Section 572 of the Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Conduct and Values for the Village of Bawlf.

By our signatures below, we vow to subscribe to the above Council Code of Conduct and Values as adopted at the \_\_\_\_\_, 20\_\_ Village of Bawlf Regular Council Meeting.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Mayor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

\_\_\_\_\_  
Councillor

**Dated this** \_\_\_ **day of** \_\_\_\_\_, **20**\_\_.