



## Village of Lytton Council Policy

<b>TITLE:</b> Code of Conduct Policy	<b>NO.</b> 2023-01
<b>AUTHORITY:</b> Council	<b>FUNCTION:</b> Corporate Rebuilding
<b>ADOPTED DATE:</b> June 28, 2023	<b>Resolution#:</b> 23-132

### Guiding Principle

Council of the Village of Lytton recognizes that responsible conduct is essential to provide good governance for the Village of Lytton. Council & Committee Members are the keepers of the public trust and must uphold the highest standards of ethical behaviour in order to build and inspire the public's trust and confidence in local government.

### Purpose

The Code of Conduct outlines the standards of conduct for the Village of Lytton Council and to any person appointed by Council to boards, committees, commissions, panels, or task forces (all referred to as "members" in this policy). It is each member's individual responsibility to uphold the letter and spirit of the Code of Conduct in their dealings with other members, Village staff and the public.

### Core Value Statements

**COMMUNITY:** We are committed to serving our community. We deeply respect the people we are elected to represent, and we will seek to earn their trust by acting in their best interest. We look beyond the present to deliver future value for our residents and protect the long-term interests of our community.

**COURAGE:** We face our challenges head on. We act even when a process, decision, or outcome is difficult. We will push through fear, be bold, and ask hard questions. We engage in productive conflict and courageous conversations to get to the best solution.

**COMMUNICATION AND TEAMWORK:** We are on the same team. We achieve more when we communicate, collaborate and work together. We build trust through regular communication, responsible actions, and honest relationships with one another, our staff, and the community.

**RESPECT AND BELONGING:** We treat people with dignity, fairness, and professionalism. We listen with open curiosity and genuine interest. We value unique and diverse perspectives. We will handle disagreements openly and respectfully.

**OWNERSHIP AND ACCOUNTABILITY:** We are accountable for our decisions and will act without selfish motivation. We empower each other and to take ownership of our actions. We will articulate our expectations clearly and be open to feedback. We admit our mistakes. We will apologize when appropriate and course correct when necessary.

**INNOVATION AND ADAPTABILITY:** We are open to new or creative ideas and innovate by taking intelligent risks. We bring our expertise, diverse perspectives, and wisdom into our decision-making process. We are willing and able to change based on new information and new perspectives.

### **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 limited to the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, all applicable Village bylaws and policies, in particular the *Council Procedure Bylaw* and the *Respectful Workplace Policy*.

- **Conduct of Members**

Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members, Village staff or the public.

- **Respect for Process**

Member shall perform their duties in accordance with the policies, 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 and focus on the business at hand. Members should not interrupt other speakers or make comments not relevant to the current business before them, or otherwise disturb 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 Village staff, Committees and the public.

- **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 shall not accept a fee, gift, property, position, or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Village of Lytton except as follows:

- a) Where such a gift or favour is authorized by law;
- b) Where such contributions are lawful campaign contributions; or
- c) Where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member.

- **Confidential Information**

Members shall respect the confidentiality of information concerning any item that was 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 resolution has been passed to do so. Members shall also not disclose details on Closed meeting deliberations or how individual members voted on a question in a closed meeting.

- **Use of Public Resources**

Members shall not use Village resources such as staff time, equipment, supplies or facilities for personal use.

- **Advocacy**

Members shall represent the official policies or positions of the Village, Council or Committee to the best of their abilities when designated for this purpose. When presenting their individual opinions and positions, members shall explicitly state that they do not represent Council or their committee or the Village, nor will they condone the inference that they do.

- **Implementation of the Code of Conduct**

The Code of Conduct is designed to be self-enforcing. The Code of Conduct will be given to candidates for Council and Council Committees. Appendix A of the policy must be signed by new Council and Committee Members to affirm that they have read and understood the code and will conduct themselves in accordance with it.

- **Compliance and Enforcement**

A) Members are responsible for positive and proactive conflict resolutions. Members should view the code as a set of guidelines that expresses the standard of conduct expected of them. If a conflict arises, the member will first speak to the other member with which they have a conflict. If unresolved, the Member will inform the Mayor and 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. In the event that the conflict is with the mayor, the member will go directly to the Chief Administrative Officer.

B) Council may impose sanctions on member whose conduct does not comply with the Code of Conduct. Council may impose a motion of censure on a member and may rescind the appointment of an appointee to a committee if they are found to have breached the code.

C) To ensure procedural and administrative fairness, a member who is accused of violating any provision of the code, shall have a minimum of one week, to prepare their case before Council to respond to the allegations against them. Before considering a sanction, Council must ensure that a member has:

- received a written copy of the case against them
- a minimum of one week to prepare a defence against the allegations
- a fair opportunity to be heard.

- **Compliance and Enforcement**

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council or Committee decision.

### **Annual Review**

This policy will be reviewed on an annual basis.

**Authority:** Council

A handwritten signature in blue ink, appearing to read "Dorcon", written above a horizontal line.

Mayor

Denise O'Connor

A handwritten signature in blue ink, appearing to read "Alba Banman", written above a horizontal line.

Corporate Officer

Alba Banman



## APPENDIX A:

### MEMBER STATEMENT

#### **Council of the Village of Lytton and Council Appointees to Boards, Committees, Commissions and Task Forces**

As a Member of the Village of Lytton Council or an Appointee of a Village of Lytton Committee, I agree to uphold the Code of Conduct adopted by the Village of Lytton and conduct myself by the following model of excellence. I will:

- recognize the diversity of backgrounds, interests and views in our community;
- help create an atmosphere of open and responsive government;
- conduct public affairs with integrity, in a fair, honest and open manner;
- respect one another and the unique role and contribution each of us has in making the Village of Lytton a better place to work and live;
- strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair;
- avoid and discourage conduct which is not in the best interests of the Village of Lytton;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be in conflict with the business of the body of the Village of Lytton in which I am participating;
- respect and uphold confidentiality requirements; and
- treat all people with whom I come in contact in the way I wish to be treated.

I affirm that I have read and understood the Village of Lytton Code of Conduct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Office/Committee: \_\_\_\_\_