

	CODE OF ETHICS POLICY	
	Policy Number: A-009	
	Section: Administration	Resolution No.: 10-06-17
	Amended by:	Effective Date: April 25, 2017

Purpose:

The purposes of the Code of Ethics are to ensure that:

1. Public business is conducted with integrity, in a fair honest and open manner;
2. Councillors respect one another, the public and staff and recognize the unique role and contribution each person has in making the Village of Salmo a better place to work and live;
3. The conduct of Councillors in the performance of their duties and responsibilities with the Regional District is above reproach;
4. Decision making processes are accessible, participatory, understandable, timely and just;
5. Councillors respect and uphold confidentiality requirements.

Application of the Code of Ethics:

The Code of Ethics is applicable to all members of Council.

Policy:

1. Act in the Public Interest

Recognize that the Village of Salmo seeks to maintain and enhance the quality of life for all Village residents through effective, responsive and responsible government; Councillors shall conduct their business with integrity and in a fair, honest and open manner.

2. Comply with the Law

Councillors shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: Constitution Act, 1867, Criminal Code, human Rights Code, Local Government Act, *Community Charter*, all laws pertaining to financial disclosure and employer responsibilities, and relevant Village of Salmo bylaws and policies.

3. Conduct of Councillors

The conduct of Councillors in the performance of their duties and responsibilities with the Village of Salmo shall be fair, open and honest. Councillors shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of each other, Village of Salmo Officers and employees, or the public.

4. Compliance with Processes

4.1 Councillors shall perform their duties in accordance with the policies, procedures and rules of order established by the Village of Salmo Council which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Village of Salmo Staff.

4.2 Anyone appointed to a Council committee shall be made aware of this policy and be bound to act in accordance with it.

5. Conduct of Public Meetings

- (a) Councillors shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body, and focus on the business at hand. They shall not interrupt other speakers, make personal comments not germane to the business of the meeting, or otherwise disturb a meeting.
- (b) The policy set out in paragraph 5(a) does not apply to a Member or Appointee in relation to their role as Chair of a Council or committee meeting or of a public hearing or public meeting, if the Chair considers it necessary to address improper conduct by a person, a breach of the procedure bylaw by a person, a breach of the rules read by the Chair at a public hearing or meeting, or other conduct where the Chair deems it necessary to maintain order.

6. Decisions Based on Merit

Councillors shall base their decisions on the merits and substance of the matter at hand.

7. Gifts and Favours

7.1 Councillors shall not accept any gift, money, 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 Salmo, except as follows:

- where such a gift or favour is authorized by law;
- where such contributions are lawful campaign contributions; or
- subject to the *Community Charter*, 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.

7.2 Councillors may participate in Village of Salmo programs open to the public and may purchase Village of Salmo property or goods offered for public sale.

8. Communication

Subject to sections 9 and 10, Councillors shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee that they may have received from sources outside of the public decision making process.

9. Conflict of Interest

9.1 Councillors shall be aware of and act in accordance with Division 6 of the *Community Charter*, and shall fulfill part (c) of their *Oath of Office*. All Councillors shall be aware of and declare, in writing where necessary, any real or perceived conflicts of interest.

10. Confidential Information

Councillors shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Village of Salmo. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Councillors shall not use public resources that are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Advocacy

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

13. Policy Role of Councillors

Councillors shall respect and adhere to the structure of government as established in the Village of Salmo. In this structure, the Council determines the policies of the Village of Salmo with the advice, information and analysis provided by the public, Committees, and the Village of Salmo staff. Councillors, therefore, shall not interfere with the administrative functions of the Village of Salmo or with the professional duties of the Village of Salmo staff, nor shall they impair the ability of staff to implement the Council decisions.

14. Respectful Workplace Environment

Councillors shall treat each other, the public and the Village of Salmo staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties. Councillors shall be aware of and act in accordance with the *Discrimination, Bullying and Harassment Policy (P-003)*.

Implementation of the Code of Conduct:

The Village of Salmo Code of Ethics is intended to be self-enforcing. Councillors should view the Code of Ethics as a set of guidelines that expresses the standards of conduct expected of them. The implementation is most effective when Councillors are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code of Ethics will be provided to candidates for the Council and applicants to Committees.

Compliance and Enforcement:

The Village of Salmo Code of Ethics expresses standards of ethical conduct expected for Councillors of the Village of Salmo, the Councillors and Committees. Councillors themselves have primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Village of Salmo.

The Council may impose sanctions on Councillors whose conduct does not comply with the Village of Salmo's ethical standards. The Council may impose a motion of censure on a Councillor and may rescind the appointment of an Appointee to a Committee if he or she is found to have breached the Code of Ethics.

To ensure procedural and administrative fairness, a Councillors who is accused of violating any provision of the Code of Ethics, with the exception of section 14 (to which the Complaint Resolution Policy applies), shall have a minimum of one week or the time between two consecutive meetings whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, the Council must ensure that a councillor has:

1. received a written copy of the case against him or her;
2. a minimum of one week or the time between two consecutive meetings, whichever is greater to prepare a defence against any allegations; and
3. a fair opportunity to be heard.

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**APPENDIX A:
MEMBER STATEMENT**

As a Member of the Village of Salmo Council or an Appointee of a Village of Salmo Committee, I agree to uphold the Code of Ethics adopted by the Village of Salmo 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 Salmo 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 Salmo;
- avoid any real or perceived conflict of interest and declare at the earliest opportunity, in writing, any interest that is or may be 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 Salmo 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 Salmo Code of Ethics.

Signature: _____

Date: _____

Name (please print clearly):

Office/Committee:
