

	<b>Corporate Policy Guide</b>		
	<b>Code of Conduct</b>		
<b>Section:</b>	Administration		
<b>Policy Number:</b>	A-009		
<b>Authorized by:</b>	Council		
<b>Effective Date:</b>	April 25, 2017	<b>Revision Date:</b>	January 10, 2023

**1. BACKGROUND**

We, as members, recognize that responsible conduct is essential to providing good governance for the Village of Salmo. We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

To fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

**2. OBJECTIVE**

2.1 The purposes of this Code of Conduct are to ensure that:

- (a) public business is conducted with integrity, in a fair honest and open manner;
- (b) members 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;
- (c) decision making processes are accessible, participatory, understandable, timely and just; and
- (d) members respect and uphold confidentiality requirements.

**3. APPLICATION**

This Code of Conduct applies to the members of the Village of Salmo. It is each members' individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.

Members must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the Village, the common law and any other legal obligations which apply to members individually or as a collective Council.

**4. DEFINITIONS**

4.1 In this Code of Conduct, the following words have the following meanings:

- (a) **"Council"** means the Council of the Village of Salmo;
- (b) **"member"** means a Councillor of the Council, or appointee of a Village of Salmo committee or Board of Variance; and
- (c) **"Village"** or **"Village of Salmo"** means The Corporation of the Village of Salmo.

## 5. **POLICY**

### 5.1 **Foundational Principles -**

- (a) *Integrity* - means conducting oneself honestly and ethically. Integrity is demonstrated by the following conduct:
- i. members will be open and truthful in all local government dealings, while protecting confidentiality where necessary;
  - ii. members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct;
  - iii. members will act in the best interest of the public and Village;
  - iv. members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the Council;
  - v. members will demonstrate the same ethical principles during both meetings that are open and closed to the public; and
  - vi. members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.
- (b) *Respect* - means valuing the perspectives, wishes, and rights of others. Respect is demonstrated through the following conduct:
- i. members will treat elected officials, staff, and the public with dignity, understanding, and respect;
  - ii. members will acknowledge that people's beliefs, values, ideas, and contributions add diverse perspectives;
  - iii. members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory;
  - iv. members will refrain from any form of discriminatory conduct against another elected official, staff, or the public;
  - v. members will honour the offices of local government and fulfill the obligations of Mayor and Councillor dutifully;
  - vi. members will recognize and value the distinct roles and responsibilities of local government staff;
  - vii. members will call for and expect respect from the Village towards elected officials and staff; and
  - viii. members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.
- (c) *Accountability* – means an obligation and willingness to accept responsibility or to account for one's actions. Accountability is demonstrated through the following conduct:
- i. members will be transparent about how elected officials carry out their duties and how Council conducts business;

- ii. members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary;
  - iii. members will correct any mistakes or errors in a timely and transparent manner;
  - iv. members will accept and uphold that the Council is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions;
  - v. members will listen to and consider the opinions and needs of the Village in all decision-making and allow for public discourse and feedback; and
  - vi. members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.
- (d) *Leadership and Collaboration* – means an ability to lead, listen to, and positively influence others. It also means coming together to create or meet a common goal through collective efforts. Leadership and collaboration are demonstrated through the following conduct:
- i. members will demonstrate behaviour that builds public confidence and trust in local government;
  - ii. members will provide considered direction on municipal policies and support colleagues and staff to do the same;
  - iii. members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary;
  - iv. members will create space for open expression by others, take responsibility for one’s own actions and reactions, and accept the decisions of the majority;
  - v. members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals;
  - vi. members will foster positive working relationships between elected officials, staff, and the public;
  - vii. members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts; and
  - viii. members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.

5.2 **Conduct in Meetings -**

- (a) Members 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 section 5.2(a) does not apply to a member 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.

### 5.3 **Compliance with Processes -**

- (a) Members shall perform their duties in accordance with the policies, procedures and rules of order established by the Council which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Village staff.
- (b) Anyone appointed to a Council committee shall be made aware of this policy and be bound to act in accordance with it.

5.4 **Gifts and Favours** - Members 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:

- (a) where such a gift or favour is authorized by law;
- (b) where such contributions are lawful campaign contributions; or
- (c) 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.

Members may participate in Village programs open to the public and may purchase Village property or goods offered for public sale.

5.5 **Communication** - Subject to section 5.6, members 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.

5.6 **Confidential Information** - Members shall respect the confidentiality of information concerning 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.

5.7 **Use of Public Resources** - Members 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.

5.8 **Advocacy** - Members shall represent the official policies or positions of the Village of Salmo, to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions regarding Village local government matters, including on social media sites, members shall explicitly state they do not represent the Village of Salmo, nor will they condone the inference that they do.

## 6. **IMPLEMENTATION OF THE CODE OF CONDUCT**

All members will sign the member affirmation statement at Schedule A at the commencement of their appointment.

## 7. **COMPLIANCE AND ENFORCEMENT**

7.1 **Responsibility** - Members themselves have primary responsibility to assure that the standards in this Code of Conduct are understood, met, and enforced, so the public can continue to have full confidence in the integrity of the governance of the Village of Salmo.

7.2 **Sanctions** - The Council may impose sanctions on members whose conduct does not comply with this Code of Conduct. The Council may impose a motion of censure on a member and may rescind the appointment of a member to a committee if they are found to have breached the Code of Conduct.



7.3 **Procedure** - To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Conduct shall have one week or the time between two consecutive meetings, whichever is greater, to prepare their case to respond to these allegations. Before considering a sanction, the Council must ensure that a member has:

- (a) received a written copy of the case against them;
- (b) one week or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
- (c) a fair opportunity to be heard.

#### **Revision History**

Approved at meeting on April 25th, 2017, Resolution #10-06-17.

Approved at meeting on January 10, 2023, Resolution #R5-01-23.



**Schedule A**

**Member Statement**

As a member of the Village of Salmo [Council/committee/Board of Variance], I affirm that I have read and understood this Code of Conduct, and agree to uphold and comply with the standards of conduct that it sets.

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Signature

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Date

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Name (please print clearly)

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Office

