

CITY OF GRAND FORKS		
POLICY TITLE: Council Code of Conduct		POLICY NO: 308
EFFECTIVE DATE:	June 27 <sup>th</sup> , 2016.	SUPERSEDES:
APPROVAL:	Council	PAGE:

**POLICY:**

Council Members of the City, have an obligation to provide to their residents a fair, ethical, and accountable level of governance, so as to maintain the highest level of integrity in the public eye, for the Municipality they represent. Some of the core values reflected in this Code are honesty, integrity, objectivity, and an expectation that members of Council perform their oath of office to the best of their ability and knowledge. This Code applies to all Members of City Council. ("Members")

**PURPOSE:**

To establish guidelines for the highest standards of professional and ethical conduct of the Members.

**LAWS:**

Members shall always be in compliance with all applicable Federal, Provincial, and Municipal laws, while performing their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all applicable City bylaws and policies.

**CONDUCT:**

Members, while in the performance in their duties with the City, shall always conduct themselves in a professional manner. Members shall refrain from verbal attacks and other disrespectful conduct towards other members of Council, committees, City Staff, and the

Public. Members shall refrain from undermining or criticizing other Members, City Administration and staff, in public or to the media.

### **MEETINGS:**

All meetings of Council shall be conducted in an orderly and respectful manner. Behavior of Members prior to, during, and following a meeting or hearing shall always be courteous, professional, fair, and unbiased towards other Members and City Administration and staff. Members shall be prepared, courteous, and attentive to all discussions, and remain focused on subject matter on hand. Members shall not interrupt other speakers or make inappropriate personal comments, and will refrain from disrespectful conduct, sarcasm, derogatory comments, or questions and comments designed to embarrass or undermine other Members, City Administration and staff, or the Public. Members shall base their decisions on the relevant merits and substance of the subject matter at hand, including input received from the City Administration and staff and the Public.

### **ROLE OF MEMBERS:**

Members shall respect and adhere to the Council - CAO structure of Municipal government as per City protocol practiced in the City. Members shall not contact City staff directly to discuss official municipal business except to the CAO, through the Mayor. Members shall refrain from publicly criticizing individual members of City staff so as not to cast aspersions on their professional competence and credibility. Comments about the performance of City staff shall only be made to the CAO through the Mayor in private correspondence or conversation. Members' request for information from City staff shall be directed to the CAO through the Mayor. If the response constitutes more than a technical clarification, then the response shall be provided to all Members so that all Members have access to the same information.

**ADVOCACY:**

Members shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state they do not represent Council of the City, nor shall they allow the inference that they do.

**COMPLIANCE AND ENFORCEMENT:**

Members, and or City staff are encouraged to report, in good faith, any known or suspected violation of this Code. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this Code. As such, any reports in regards to situations of actual or potential non-compliance shall be dealt with, by making prompt and full disclosure in writing to the Mayor. This disclosure should include a detailed description of the actual or potential breach of this Code, including dates, times, locations and any other relevant information. The report shall be reported to Council at a closed meeting, if permitted under the *Community Charter*.

At such time, advisement may be given to the Member in question that their behavior or activity maybe in contravention of this Code and encourage that Member to stop their behavior or activity.

City Council may impose sanctions on a Member whose conduct does not comply with this Code, including but not limited to a motion of censure.

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

**IMPLEMENTATION:**

As an expression of the standards of conduct expected by the City, this Code is intended

to be self-enforcing. This Code becomes most effective when Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council. Members elected to Council shall be requested to sign a Member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Upon adoption of this Code of Conduct, and thereafter at the beginning of each term, Members will be required to sign two copies of the Code (one for the Member and one for Corporate Records) to convey to each other that Members have read, understand and accept it.

**SIGNATURES:**

**Members of Council:**

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**Signature**

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**Date**