

<b>POLICIES AND PROCEDURES MANUAL</b>	<b>Category</b> Municipal Governance	<b>Policy Number</b> MG.002
	<b>Date</b> March 28, 2012	<b>Resolution Number</b> 053/03/12

### **COUNCIL CODE OF CONDUCT**

#### **Title**

1. This Policy is entitled the “Council Code of Conduct”.

#### **Purpose**

2. The public expects the highest standards of professional conduct from members elected to local government. The purpose of this Code is to establish guidelines for the ethical and interpersonal conduct of members of Council (“Members”). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Inuvik.

#### **Standards of Conduct**

3. Members shall:
  - a) Uphold the law at all times;
  - b) Seek to advance the common good of the Town of Inuvik as a whole while conscientiously representing the community they serve;
  - c) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
    - (i) **Integrity** – giving the Town’s interests absolute priority over private individual interests;
    - (ii) **Honesty** – being truthful and open;
    - (iii) **Objectivity** – making decisions based on a careful and fair analysis of the facts;
    - (iv) **Accountability** – being accountable to each other and the public for decisions taken; and,
    - (v) **Leadership** – confronting challenges and providing direction on the issues of the day.
  - c) Uphold this Code as a means of promoting the standards of behaviour expected of Council and enhancing the credibility and integrity of Council in the broader community;

### **Council Responsibilities**

4. The Council will:
  - (a) review the municipality's Code of Conduct as required and make any amendments considered appropriate; and,
  - (b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the territorial or federal government, those statutes shall prevail.

### **Member Responsibilities**

#### **Conduct to be Observed**

5. Members are agents of the public whose primary objective is to address to the needs of the citizens. As such, they're entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable territorial and federal laws. As public servants, Members must observe a high standard in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

#### **Dedicated Service**

6. All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

#### **Respect for Decision-making Process**

7. All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, in order to foster respect for the decision-making processes of Council.

#### **Conduct at Meetings**

8. Members shall respect the Chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the Town of Inuvik. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

#### **Release of Confidential Information Prohibited**

9. No Member of Council shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by the municipality to do so. Members shall not use confidential

information for personal or private gain, or for the gain of relatives or any person or corporation.

### **Gifts and Benefits**

10. No Member of Council shall show favouritism or bias toward any vendor, contractor or others doing business with the Town of Inuvik. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the Town personally, or through a family member or friend or through any business in which the Member may be involved.

### **Use of Public Property**

11. No Member shall request or permit the use of municipally-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the Town is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

### **Obligations to Citizens**

12. No Member of Council shall grant any special consideration, treatment or advantage to any citizen or group of citizens.

### **Interpersonal Behaviour**

13. Members shall treat every person, including other Members of Council, employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment. Violation of the Town's Zero Tolerance Policy may be considered breach of this Code of Conduct.

### **Community Representation**

14. Members shall observe a high standard of professionalism when representing the Town and in their dealings with members of a broader community.

### **Good Governance**

15. Members accept that effective governance of the Town of Inuvik is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Town to function as a good corporate citizen.

### **Government Relationships**

16. Members recognize the importance of working constructively with other levels of government and organizations of the Northwest Territories and beyond to achieve the goals of the Town.

### **Conflict of Interest Avoidance**

17. Members are committed to making decisions impartially and in the best interests of the Town and recognize the importance of fully observing the requirements of the Conflict of Interest Act with regard to the disclosure and avoidance of conflicts of interest.

### **Reporting Breaches**

18. Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member of Council or municipal employee who, acting in good faith, brings forward such information.

### **Corrective Action**

19. Any reported violation of the Code will be subject to investigation by Council. Violation of this Code by a Member may constitute cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

### **Compliance with Code**

20. Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councillors are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Councillors' Oath pursuant to section 19 of the Cities, Towns and Villages Act, S.N.W.T. 2003, C-22 and any amendments thereto.
21. Upon being charged with an offence under the Criminal Code, the Controlled Drugs and Substances Act, the Food and Drug Act, the Income Tax Act (Canada), the income tax legislation of any province or territory, or the Securities Act, a Council Member shall immediately inform the Mayor or Deputy Mayor, and further notify the Mayor or Deputy Mayor of the outcome of the charge.

Notwithstanding the provisions of the Cities, Towns and Villages Act and the Local Authorities Elections Act, upon conviction of an indictable offence, the Council member shall agree to resign his or her seat on Council.

**APPENDIX A**  
**Statement of Commitment to Council Code of Conduct**

I, \_\_\_\_\_, declare that as an elected official of the Town of Inuvik, I  
acknowledge and support the Council Code of Conduct.

Signed: \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Before me:

\_\_\_\_\_  
Senior Administrative Officer