

**POLICY No. 387**

**Responsible Conduct Guiding Principles Policy  
(Village of Midway Elected Officials)**

**APPROVAL DATE: February 19, 2019**

**AMENDED DATE: July 15, 2019**

**AMENDED DATE: August 19, 2019**

**DATE OF REVIEW:**

**Policy:** The Village of Midway is committed to fostering and achieving high standards of responsible conduct by all Village elected officials.

**Purpose:** To guide the conduct and set minimum standards as the basis for responsible behavior expected of Village elected officials in fulfilling their roles and responsibilities while providing good governance for decision-making and service delivery.

**Key Principles:**

***Integrity:***

Being and demonstrating strong ethical principles.

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perception of conflicts of interest, improper use of office or unethical conduct.
- Uphold public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community and correcting errors in a timely transparent manner.

***Accountability:***

An obligation and willingness to accept responsibility or to account for one's actions.

- Be transparent in how an elected official individually, and a council collectively, conducts business and carries out duties.
- Ensure information is accessible and citizens can view the process, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council is collectively accountable for local government decisions and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council members.
- Listen to and consider the opinions and needs of the community.

**Respect:**

Having due regard for others' perspective, wishes, and rights. Displaying deference (respectful of both tradition and legacy enshrined in *Community Charter* positions as well as their intended functions) to local government offices and officers and the role of local government in community decision making.

- Treat every person, including other members of council, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision-making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor and Councillor.
- In local government considerations and operations, value the distinct roles and responsibilities of local government staff as well as the community and commit to fostering a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

**Leadership and Collaboration:**

An ability to lead, listen to, and positively influence others, coming together to create or meet a common goal through collective efforts.

- Demonstrate behavior that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on issues, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (eg. Including among elected officials, between council members and staff, with community members, with other orders of government, in the decisions of a council, and in the delivery of services and other activities of the local government).

**Statement:**

As an Elected Official for the Village of Midway, I agree to uphold the Guiding Principles for Responsible Conduct Policy as a standard of behavior and as adopted by the Village of Midway Council.

I affirm that I have read and I understand the Village of Midway Guiding Principles for Responsible Conduct Policy.

---

Signature

---

Print Name

---

Manager of Corporate Administration/Corporate Officer

---

Date

## **Policy Procedure: Application of Code of Conduct**

### **Code of Conduct:**

#### **1. Act in the Public Interest**

- 1.1. Recognizing that the Village of Midway strives to maintain and enhance the quality of life for all Midway residents through professional, effective, responsive and responsible governance, elected representatives will conduct Village business with integrity in a fair, honest and open manner.

#### **2. Comply with the Law**

- 2.1. Elected officials shall comply with all applicable federal, provincial and local laws in the performance of their public duties.

#### **3. General Conduct**

- 3.1. The conduct of elected officials in the performance of their duties and responsibilities with the Village must be reasonable, fair, open and honest.
- 3.2. Elected officials will have an obligation to consider issues consistently and impartially.
- 3.3. All officials will treat one another, Village staff and the public with dignity and respect. They must also refrain from behavior that is an abuse of power or otherwise amounts to discrimination, harassment, personal threats, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others
- 3.4. When making decisions, elected officials must consider all relevant facts, opinions and analysis of which they should be reasonably aware.

#### **4. Respect for Process**

- 4.1. All duties must be performed in accordance with the procedures and rules of order established by Village of Midway bylaws and policies which govern the deliberation of public policy issues.

#### **5. Conduct of Public Meetings**

- 5.1. Elected officials shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. During meetings, cell phones should be turned off or kept on silent or vibrate. Meeting attendees shall not interrupt other speakers, make personal comments or comments not relevant to the business of the meeting, or otherwise disturb a meeting.

#### **6. Communication, Interactions with Public and Media**

- 6.1. Elected officials will accurately communicate the decisions of the Council, even if they disagree with the majority decision of the Council and will refrain from making disparaging comments about the other elected or appointed officials or the Council's decision itself.

## **7. Decisions Bases on Merit**

- 7.1. Members shall base their decisions on merit and substance of a matter at hand, rather than on unrelated circumstances.

## **8. Conflict of Interest**

- 8.1. All officials shall be aware of their responsibilities under the *Community Charter* and shall also fulfill the requirements of conflict of interest provisions set out in the *Community Charter*. It is expected officials will make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests.
- 8.2. Elected officials must fully disclose to the Mayor and Chief Administrative Officer any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.
- 8.3. Any conflict or incompatibility between personal interests and the impartial performance of public or professional duties must be resolved appropriately and in accordance with statutory requirements.
- 8.4. Confidential information gained through official positions must not be used for securing a private benefit for the official and or anyone else.
- 8.5. Elected officials must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

## **9. Gifts and Personal Benefits/Favours**

- 9.1. Elected officials must not, directly or indirectly accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the Village of Midway and never accept a gift of cash. Officials must ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to challenge this policy or to influence or secure a favour from the local government.

## **10. Confidential Information**

- 10.1. All officials shall be aware of their responsibilities under the *Community Charter* which sets out legislation and requirements with respect to Duty to Respect Confidentiality and which all elected officials shall fulfill. Any collection, use and disclose of personal and or private business information must be managed in accordance with the *Freedom of Information and Protection of Privacy Act* and for the purpose for which it is intended to be used.
- 10.2. The confidentiality of information concerning property, personnel, Village legal affairs or information provided by a third party to the Village on a confidential basis must be respected and must not be disclosed without authorization, nor used to advance personal, financial or other private interests.
- 10.3. Elected officials shall not disclose or release to anyone, confidential information acquired by virtue of their office in either oral, electronic or written form except when required by law or authorized by the Council to do so.

- 10.4. The deliberations and decisions made in a closed meeting must not be released to the public until the Council approves, by resolution, that this information be released to the public.
- 10.5. Except in the normal course of duties, elected officials must not in any way change or alter Village of Midway records or documents.

#### **11. Use of Public Resources**

- 11.1. Officials are not entitled to use public resources, which are not available to the overall public such as equipment, supplies or facilities or other private property other than for the discharge of their duly authorized duties dealing with the Village of Midway business and in no case for private or personal gain, convenience or profit.

#### **12. Interactions with Members, Staff and Advisory Boards**

- 12.1. All Officials must act in accordance with the Board's Procedure Bylaw and the conduct guidelines outlined in this document.
- 12.2. Elected officials must not direct or influence, or attempt to direct or influence any staff or advisory body member in the exercise of their duties or functions and are not to contact or issue instructions to any of the Village of Midway's contractors, tenderers, consultants or other service providers
- 12.3. Members must not make public statements attacking or reflecting negatively on Village of Midway staff or invoke staff matters for political purposes.

#### **13. Compliance and Enforcement**

- 13.1. All officials are to abide by the requirements of the *Community Charter* and the Guiding Principles for Responsible Conduct Policy and shall endeavor to resolve disputes in good faith recognizing that interpersonal malice and rancor do not facilitate good governance.