

POLICY & PROCEDURE MANUAL

September 25, 2019

CODE OF ETHICS FOR MEMBERS OF COUNCIL



TOWN OF CREIGHTON *Northern Municipalities Act, 2010* CODE OF ETHICS FOR MEMBERS OF COUNCIL

Preamble

As Members of Council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the Town of Creighton, as well as its reputation and integrity, depend on our conduct as elected officials.

Purpose

The purpose of this code is to outline the basic ethical standards and values for Members of Council. It is to be used to guide members of council as to what their obligations are when fulfilling their duties and responsibilities as elected officials.

The code is to be interpreted in accordance with the applicable legislation, common law, and policies and bylaws of the municipality.

Neither the law nor this code is exhaustive and there will be occasions on which Members will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each Member of Council to uphold the standards and values set out in this code.

Standards and Values

a. Honesty

Members of Council shall be truthful and open in their role as a council member and as a member of the community they serve.

b. Objectivity

Members of Council shall make decisions carefully, fairly and impartially.

c. Respect

Members of Council shall treat every person, including other Members of Council, municipal employees and the public, with dignity, understanding and respect.

A Member of Council shall not engage in discrimination, bullying and harassment in their role as a member of council.

This means not using derogatory language towards others, respecting the rights of other people and groups, treating people with courtesy and recognizing the importance of the different roles others play in local government decision making.

d. Transparency and Accountability

Members of Council shall endeavor to conduct and convey council business and all their duties in an open and transparent manner, other than for those decisions which are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of Council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

e. Confidentiality

Members of Council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members must not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act*.

f. Leadership and the Public Interest

Members of Council shall serve their constituents in a conscientious and diligent manner. A member's behavior must strive to build and inspire the public's trust and confidence in local government through demonstrating leadership by focusing on issues important to the community.

Members of Council are expected to perform their duties in a manner that will bear close public scrutiny and must not provide the potential for an opportunity for personal benefit, wrongdoing, or unethical conduct.

g. Responsibility

Members of Council must act responsibly, within the laws of the Federal Parliament and Saskatchewan Legislature, including the authorities of the *Northern Municipalities Act, 2010*.

This includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as a Member of Council, following policies and procedures of the municipality, and exercising all conferred power strictly for the purpose for which the powers have been conferred. Every Member of Council is individually responsible for preventing potential and actual conflicts of interest.