

	TOWN OF CARMAN	POLICY NO. 011
	ADOPTED BY: Resolution No.008/24	Last Updated: Jan 2024
	DATE: January 2nd 2024	Page: 1 of 4
	TITLE: Council Code of Conduct Policy	Department: Council

PURPOSE: The purpose of this policy is to establish clear conduct rules for members of Council, so that misconduct may be avoided, and so that clear standards exist against which to assess potential misconduct of those members.

RATIONALE: This code of conduct operates in addition to the existing legislation governing the conduct of council members including *The Municipal Act*, *The Municipal Council Conflict of Interest Act*, and *The Freedom of Information and Protection of Personal Privacy Act*. *The Criminal Code of Canada* also governs the conduct of council members. In carrying out their duties it is essential that the conduct of members of the Council of The Town of Carman reflect the standards and values of the Municipality.

POLICY STATEMENT: The Town of Carman wishes to promote public confidence and public trust, member of the Council of the Town of Carman strive to govern in a fair, objective and transparent manner and in the best interests of the Municipality at all times.

DEFINITIONS:

Code means the Council Members Code of Conduct established and approved by council.

Council means the Mayor/Reeve and Councillors.

Employees means any person employed by the Municipality, and includes the Chief Administrative Officer, designated officers, full time, part-time, contract, or casual employees, including volunteers.

Municipality means the Town of Carman.

PRINCIPLES:

Members of the Council of the Town of Carman have a duty to consider the well-being and interests of the Municipality as a whole and to appropriately carry out the powers, duties and functions of the Municipality.

In carrying out their duties, members of the Council of Carman are expected to conduct themselves in such a way as to promote public trust and public confidence in the Council and the Municipality.

RULES OF CONDUCT:

Respectful Conduct:

Every member of Council is expected to conduct him or herself in public, and in respect to the public, in such a way as to reflect the decorum and dignity of the office that he or she holds.

No member of Council shall intimidate or threaten his or her colleagues, members of the public, or employees or volunteers of the municipality.

Respect for Decision-Making Processes:

Every member of council is expected to respect the decision-making processes of the municipality.

While members may hold different views on any given matter, once Council has made its decision, all members must uphold the decision.

Preferential Treatment:

No member of Council shall, in the exercise of an official power, duty or function, give preferential treatment to any person or organization based solely on the identity of the person or organization.

Respect for Role of Administration:

Municipal employees are responsible for providing professional advice, are bound by the decisions of Council, and shall not be requested to take any action contrary to such decisions.

No member of council shall attempt to require a municipal employee to undertake personal or private work on behalf of the member.

Election Campaign Work:

No member of Council shall use the facilities, equipment, supplies or services of the Municipality for any election campaign or campaign-related activities. No member shall undertake campaign-related activities on municipal property unless permitted by the municipality (e.g. an all-candidates meeting).

No member shall attempt to require municipal staff to participate in political activities.

Consequences of Misconduct:

Every member of council who fails to meet his or her obligations under this code is subject to censure by council.

Complaints of Misconduct under this policy may be received by the Chief Administrative Officer or any member of Council. All complaints must be made in

writing and signed by the complainant. Upon receiving a complaint under this policy, the matter will be placed on the agenda of the next committee meeting of the Town of Carman Council. All matters or Complaints of Misconduct will be dealt with in Closed Session. The Council of the Town of Carman has the right to take action, if deemed necessary, and administer any course of action seen fit and within the guidelines of any Act mentioned in this Code of Conduct. Any consequences as a result of a Complaint of Misconduct will be deemed public information.

Review and Revision of the Code:

Council will review the code annually to ensure it continues to be appropriate and relevant for the Municipality.

Council may at its discretion by resolution, amend the policy.