



**VILLAGE OF  
HARRISON HOT SPRINGS  
POLICY**

COUNCIL	POLICY NO. 1.33
<b>CODE OF CONDUCT</b>	DATE ADOPTED: November 2, 2020

**INTRODUCTION:**

As local elected representatives (“Members”), we recognize that responsible conduct is essential to providing good governance for the Village of Harrison Hot Springs.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other Member, staff and the public.

**PURPOSE:**

The purpose of this policy is to set shared expectations for conduct or behavior for how Members of Council should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for the community.

**POLICY:**

This Code of Conduct applies to the Members of the Village of Harrison Hot Springs. It is each member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Members, staff and the public.

**1. Definitions**

“**Council**” means the duly elected officials of the Village, those being the Mayor and Councillors.

“**Council Policy**” means Policy statements of Council that provide strategic direction on programs and services delivered by the Village which impact or affect citizens or customers, and/or Policy statements that require Council’s approval because of legislative or regulatory requirements.

“**Member**” means the Mayor or a Councillor of the Village of Harrison Hot Springs

“**Policy**” means general statements or guidelines that are high-level in nature, as opposed to being operationally oriented, which direct a plan, course of action or decision, according to a standard or performance outcome.

“**Village**” means the Village of Harrison Hot Springs

## 2. Framework

- a) Local governments are recognized under the *Local Government Act* of British Columbia as an independent, responsible and accountable order of government within their jurisdiction for the purpose of:
  - providing good government for its community;
  - providing the services and other things that the Council considers are necessary or desirable for all or part of its community;
  - providing for stewardship of the public assets of its community, and
  - fostering the current and future economic, social and environmental well-being of its community.
- b) Members have the legislated authority to make decisions that affect the daily lives of citizens, families, businesses and other community stakeholders.
- c) Members also have the authority to establish, or help establish, the long-term vision for the communities they serve based upon community and citizen engagement, collaboration and informed decision making.
- d) Responsible conduct refers to how Members conduct themselves, individually and collectively, through their interactions with other Members, staff, citizens, other local government stakeholders, the media, and through social media in the exercise of their authority.
- e) Responsible conduct is founded on 4 key foundational principles described below to provide Members with a shared understanding of what responsible conduct is.
  - i) **Integrity** – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable and is demonstrated by the following conduct:
    - being truthful, honest, and open in all matters and in all dealings including those with other Members, staff and the public;
    - ensuring that their actions are consistent with the shared principles and values collectively agreed to by the council;
    - following through on their commitments, correct errors in a timely and transparent manner and engage in positive communication with the community;
    - directing their minds to the merits of the decisions before them,

ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of these decisions;

- behaving in a manner that promotes public confidence in all of their dealings.

- ii) **Respect** – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a Member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

Respect is demonstrated through the following conduct:

- treating every person with dignity, understanding and respect;
- showing consideration for every person’s values, beliefs and contributions to discussions;
- demonstrating awareness of their own conduct, and considering how their words or actions may be perceived as offensive or demeaning;
- not engaging in conduct or behaviors that are indecent, insulting or abusive. This behaviour includes unwanted physical contact or other aggressive actions that may cause any person harm or makes them feel threatened.

- iii) **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Members, individually and collectively, accept responsibility for their actions and decisions.

Accountability is demonstrated through the following conduct when Members:

- are responsible for the decisions that they make and are accountable for their own actions and the actions of the collective council.
- listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- carry out their duties and responsibilities in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

- iv) **Leadership and Collaboration** – means an ability to lead, listen to, and

positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a Members encourage individuals to work together in pursuit of collective objectives by leading, listening to and positively influencing others and:

- behaving in a manner that builds public trust and confidence in the local government;
  - considering the issues before them and make decisions as a collective governing body. As such, Members will actively participate in debate about the merits of a decision, but once a decision has been made, all Members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
  - recognizing that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Members and staff to provide their perspectives on relevant issues;
  - as leaders of their communities, calmly facing challenges, and providing considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same;
  - recognizing, respecting and valuing the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Members, staff and the public;
  - will recognize and respect the importance of the role of the chair at meetings and treat meetings and treat that person with respect at all times.
- f) Members have a duty to act in accordance with the law, including but not limited to the common law, the *Local Government Act*, *Community Charter*, *Workers' Compensation Act*, *Freedom of Information and Protection of Privacy Act*, and Human Rights Code of British Columbia, and applicable federal legislation.