

# **INFORMATION FOR CANDIDATES**



**GENERAL LOCAL ELECTION  
SATURDAY, OCTOBER 20, 2018**

## **ABOUT THIS GUIDE**

The information contained in this guide has been compiled by the City of Terrace to complement Local Elections in British Columbia 2018: What Every Candidate Needs to Know, by providing information specific to the City of Terrace that may be relevant to prospective candidates in the upcoming General Local Election. Nothing contained herein, however, relieves the candidates from the responsibility of seeing that they are fully qualified in accordance with the Local Government Act, the Local Elections Campaign Financing Act, the Local Elections Statutes Amendment Act, or other relevant statutes or regulations.

Full copies of the appropriate statutes are available from:

Crown Publications Inc.  
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or on the Provincial Government website at:

[http://www.qp.gov.bc.ca/statreg/stat/L/96323\\_00.htm](http://www.qp.gov.bc.ca/statreg/stat/L/96323_00.htm)

If you are interested in running for local government office, either Mayor or Councillor for the City of Terrace, and you have questions about the material in this information guide or have other questions related to the General Local Election process, please contact Alisa Thompson, Corporate Administrator, at 250-638-4721 or Cathy Jackson, Chief Election Officer, at 250-635-1907.

The necessary forms for the filing of nominations will be available during regular office hours at Terrace City Hall, 3215 Eby Street, Terrace, BC as of July 27, 2018. Nomination forms may be filed at the office of the City Clerk at the same address during the period of **9:00 a.m., Tuesday, September 4, 2018 to 4:00 p.m., Friday, September 14, 2018.**

**NO NOMINATIONS WILL BE ACCEPTED AFTER 4:00 P.M., FRIDAY, SEPTEMBER 14, 2018.**

## CALENDAR OF RELEVANT DATES\*

September 4	<ul style="list-style-type: none"> <li>➤ Nomination Period Begins (9:00 a.m.)</li> <li>➤ Voters' List is Available for Public Inspection</li> <li>➤ Period of Objection to Registered Electors (voters) begins</li> </ul>
September 14	<ul style="list-style-type: none"> <li>➤ Nomination Period Ends (4:00 p.m.)</li> <li>➤ Declaration of Candidates</li> <li>➤ Period of Objection to Registered Electors Ends</li> </ul>
September 18	<ul style="list-style-type: none"> <li>➤ Deadline for Challenge of Candidate's Nomination</li> </ul>
September 21	<ul style="list-style-type: none"> <li>➤ Deadline for Decision on Challenge of Candidate Nomination</li> <li>➤ Deadline for Withdrawal of Candidate</li> <li>➤ Deadline for Withdrawal of Candidate Endorsement</li> <li>➤ Deadline for Receipt of Originals of Faxed Nomination Papers</li> </ul>
September 24	<ul style="list-style-type: none"> <li>➤ Declaration of Election by Voting (or Acclamation)</li> </ul>
October 10 & 17	<ul style="list-style-type: none"> <li>➤ Advance Voting Opportunity (8:00 a.m. to 8:00 p.m.) Terrace Sportsplex Multi-Purpose Room</li> </ul>
October 17	<ul style="list-style-type: none"> <li>➤ Special Voting Opportunities <ul style="list-style-type: none"> <li>○ (8:00 a.m. to 8:00 p.m.) Terrace Sportsplex Multi-Purpose Room</li> <li>○ Plus additional times &amp; locations set by CEO</li> </ul> </li> </ul>
October 20	<ul style="list-style-type: none"> <li>➤ <b>GENERAL VOTING DAY (8:00 a.m. to 8:00 p.m.) Terrace Sportsplex Banquet Room</b></li> </ul>
October 21	<ul style="list-style-type: none"> <li>➤ Deadline for Removing Election Signs</li> </ul>
October 22	<ul style="list-style-type: none"> <li>➤ Last Regular Council meeting for the 2014-2018 Council</li> </ul>
October 24	<ul style="list-style-type: none"> <li>➤ Deadline for Declaration of Official Results</li> </ul>
October 29	<ul style="list-style-type: none"> <li>➤ Last Day for to apply for a Judicial Recount</li> </ul>
November 2	<ul style="list-style-type: none"> <li>➤ Deadline for Completing Judicial Recount</li> </ul>
November 5	<ul style="list-style-type: none"> <li>➤ Inaugural Meeting of the Newly Elected Council (new Council is sworn in)</li> </ul>
November 13	<ul style="list-style-type: none"> <li>➤ First Regular Council meeting for the new Council</li> </ul>
November 23	<ul style="list-style-type: none"> <li>➤ Last Day for Application to Invalidate the Election</li> </ul>
February 13, 2019	<ul style="list-style-type: none"> <li>➤ Last Day to Submit Campaign Financing Disclosure Statements</li> </ul>

\* The information provided is for your convenience, and is current as known on July 27, 2018. Please refer to the legislation, or contact the City of Terrace at 250-638-4721 or the Chief Election Officer at 250-635-1907 to verify the information as required.

## **Election Signs:**

A sign permit is required for displaying election signs in the public right-of-way. A permit is not required for election signs displayed on private property. There is no cost for a permit for election signs. There is a \$100 refundable security deposit that will be held to ensure the removal of the signs are removed the day after the election (October 21). The permit will be good for no more than 36 days, so keep this in mind when planning your signs.

Apply for a sign permit at the Public Works/Development Services building at 5003 Graham Avenue during regular business hours. If the sign contains the name of a political candidate then that candidate must make the application for the sign permit. Questions about signs can be directed to the Development Services Department at 250-615-4022.

The maximum size of an election sign on private property is 1.5 square metres. Election signs are not permitted on City-owned lots, public zones, sidewalks, bridges and other highway structures, or attached to any public utility infrastructure (i.e. streetlight poles).

Election signs may be placed on the Grand Trunk Pathway between Frank Street to Emerson Street. The size of these signs cannot be larger than 0.5 square metres, and no digging or stakes are permitted. No more than 10 election signs can be installed by a candidate in this location and signs must have a minimum of 10 metres distance between signs. No more than 30 signs may be erected under one sign permit for election signs (whether on private or public property).

Sign Bylaw No. 2102-2016 can be viewed or downloaded from the City's website at [www.terrace.ca](http://www.terrace.ca).

## **Remuneration:**

Current remuneration paid to elected officials for the City of Terrace is as follows (2018 rates):

Mayor	\$37,588/year
Councillors	\$15,266/year

Remuneration is adjusted annually effective January 1, by an amount equal to the B.C. Consumer Price Index (CPI) for the previous calendar year. Usually in the spring there is an adjustment to the remuneration, retroactive to the beginning of the calendar year.

## **Time Commitment**

Being a member of Council can be very time consuming. Regular Council meetings are held on the second and fourth Monday of every month. When the Monday is a holiday, the Council meeting will be held on the Tuesday after. In addition to this, Special Council or Committee of the Whole meetings can also be scheduled as required, and as an elected official you will be expected to sit on a number of special committees, boards, or commissions that also require a significant amount of your time. Elected officials are also appointed as liaisons to community groups and organizations and to City departments. Time is also required in preparing for meetings and working with the public who may approach elected officials with their opinions or questions.

## **Office of a Councillor**

There are six Councillor positions on Terrace Council.

The duties of a Councillor are:

- To consider the well-being and interests of Terrace and its community;
- To contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- To participate in Council meetings, committee meetings, and meetings of other bodies to which the member is appointed;
- To carry out other duties as assigned by the Council; and
- To carry out other duties assigned under the Community Charter or any other Act.

You should be prepared to interact with the public and bring the views of residents forward during Council meetings. Councillors vote on bylaws, municipal policies, requests for decisions, the municipal budget, and other motions at Council meetings. Any questions or concerns regarding the City of Terrace's administration are directed to the Chief Administrative Officer (CAO). Council members should stay informed on relevant local issues and local legislation and participate in community events and functions.

## **Office of the Mayor**

The Mayor is the head and Chief Executive Officer of the municipality. The Mayor's responsibilities include the duties of a Councillor plus some additional responsibilities.

The additional duties of a Mayor include:

- To provide leadership to the Council;
- To communicate information to Council;
- To preside at Council meetings when in attendance;
- To provide, on behalf of Council, general direction to municipal officers respecting the implementation of municipal policies, programs, and other directions of Council;
- To establish standing Committees;
- To suspend municipal officers and employees; and
- To reflect the will of the Council and carry out other duties on behalf of Council.

## **The Role of City Council**

To get a taste of what it would be like to sit on Council, come to a Council meeting or two. Regular meetings are held on the second and forth Monday of the month in Council Chambers at City Hall (3215 Eby Street). Council meetings are webcast and these webcasts, along with the Council meeting agendas and minutes are available on the City's website [www.terrace.ca](http://www.terrace.ca)

### **What are Council's powers and duties?**

All powers of municipal governments are delegated from higher levels of government. The Community Charter and the Local Government Act are two legislative works that empower municipalities in British Columbia.

Simply put, the Community Charter empowers Council to develop and evaluate the programs of the municipalities and make sure the powers, duties, and functions of the municipality are carried out. Council employs a Chief Administrative Officer (CAO) to implement the programs and policies of Terrace. All other City employees ultimately report to the CAO.

### What are the individual powers of the Mayor or a Council member?

Your individual influence on the future of Terrace will depend on your ability to persuade other members of Council to adopt your point of view. Most decisions of Council are made through a majority vote of those present at a Council meeting, although some decisions require more than a simple majority. Each member of Council, including the Mayor, represents one vote. So, at a typical meeting, at least four of the seven members of Council must vote in favour of a decision for it to pass.

Individual Council members do not have the authority to commit the Municipality to expenditures, nor can they personally direct the activities on City of Terrace employees. Any promise you make during your campaign involving these things can only be carried out if you convince a majority of Council that it is a good idea.

## How does Council set policy?

Council develops and evaluates the programs and policies of the municipality in a number of ways. One way is through the approval of the annual operating and capital budgets. Through budget approval, Council decides which programs and projects will be supported by municipal revenue. Council also sets policy through bylaws, which are local laws.

Council sets strategic priorities for both themselves and staff through the strategic planning process at the beginning of the term of office. These priorities focus Administration's work and help Council allocate funding in the budget process. They also provide the community with information about the Council's progress.

### Bylaws

The “by” in bylaw is an old Norse word that means “town”. A bylaw is a local law. Bylaws can't be created out of thin air. Canadian municipalities don't have constitutional status of their own, so they can only pass laws authorized by other levels of government. Statutes like the Community Charter and the Local Government Act delegate authority for local bylaws.

Some bylaws are mandatory while some bylaws are required only if a municipality wants to carry out a certain type of activities. Bylaws can also customize provincial statutes. Some of the more commonly applied City of Terrace bylaws can be viewed at <https://www.terrace.ca/city-hall/bylaws>

## Policies

Council policies are a specific type of document that set discretionary duties and/or standards of performance for the Municipality. Policies address recurring issues and provide guidelines setting out the level and manner in which the Municipality will perform duties imposed upon itself or those imposed on the Municipality by legislation.

## Being in the public eye

As a Council member, you should be prepared for some level of public speaking. You will need to be comfortable speaking at Council, Committee of the Whole, and other public meetings. You may also be interviewed by the media.

The Mayor is often asked to give speeches at public events held in Terrace, and make presentations at various events. As a Councillor, you may be asked to speak publicly in your capacity as Deputy Mayor.

Council members will find themselves talking to a lot of people they may not necessarily know, from local residents to elected officials from other local governments, and government officials.

## Committee Appointments

The Mayor and Councillors are appointed on an annual basis to various committees. These appointments are typically made at the December Council meeting and take effect for the preceding calendar year.

These committees could be a City-stuck committee, such as the Housing Committee. Council could be appointed to be a liaison to outside boards and agencies such as Kermodei Tourism Society and the Terrace Public Library.

Elected officials may be liaisons to community groups such as the Greater Terrace Beautification Society, Healthy Communities Committee, Riverboat Days Committee, and Terrace Downtown Improvement Area Society.

## **Pecuniary interest**

As an elected official of the City of Terrace, you are held to a high standard relative to protecting the best interest of the Municipality and operating in an open and transparent manner. You have a duty to disclose interests you may have that cross paths with your municipal role that could monetarily impact you and your family. This is called pecuniary interest. A Councillor will have a pecuniary interest in a matter if the matter could monetarily affect the Councillor, the Councillor's family, or the Councillor's employer.

### **What to do?**

In such a situation, the Councillor must disclose the general nature of the interest, abstain from voting on and discussing the issue, and leave the Council Chambers until the matter before Council is concluded.

### **Transparency**

As a member of Council you are required to annually disclose your income sources and real property investments. Any gifts or benefits with a value of over \$250 received in the course of duty must be disclosed. This could be a number of small gifts directly or indirectly from the same party that total over \$250 in value in a calendar year, expenses paid for on a trip, or an item over \$250.

## **City of Terrace Policy No. 63 – Council Code of Ethics:**

The residents and businesses of the City of Terrace are entitled to have fair, honest, and open local government representation that has earned the public's full confidence for integrity. As such, all elected officials must sign an Affirmation Statement agreeing to uphold the Council Code of Ethics for their term of office. A copy of this policy is attached for your information.

A member of Council can be held liable for defamation. Parliamentary privilege does not extend to local governments.

Foundational Principles of Responsible Conduct has been developed by the Union of BC Municipalities, the Local Government Management Association of BC, and the Ministry of Municipal Affairs and Housing. Attached is a brochure outlining the four foundational principles: integrity, accountability, respect, and leadership & collaboration.

## **Disqualification**

A Council member can be disqualified from sitting as a member of Council for a number of reasons, including:

- They were not eligible to be nominated.
- They failed to file a financial disclosure statement as required under the Local Elections Campaign Financing Act.
- They used insider information for their personal gain.
- They contravened conflict of interest rules.
- They received a gift or benefit illegally or have not disclosed gifts or benefits they have legitimately received in their duties as an elected official.
- They failed to make the Oath of Office within the applicable time limit.
- They had unexcused absences from Council meetings.
- They authorized expenditures contrary to the Community Charter or Local Government Act.
- They become an employee of the municipality.

## 2018 Council Post-Election Schedule

This guide is to help schedule the first few months in office, which are very busy. These meetings are important to attend as a new Council, for a successful start to your new term of office. These dates may be adjusted slightly.

All of Council, whether this is your first or fifth time on Council, is encouraged to attend these meetings. Please mark your calendar and be prepared to attend these events if you are elected to Council.

Date	Meeting	Description
November 5	Inaugural Council Meeting	The newly elected Council will be sworn in.
November 13	Regular Council Meeting	
November 17 or 24 (TBD)	Tour of City Facilities	Council will be toured around the City to see City infrastructure and talk with senior management.
November 19-22	Orientation for the Council	Held during the evenings this week, staff will be providing training for all of Council.
November 26	Regular Council Meeting	
December 10	Regular Council Meeting	
December 13 – 14	Strategic Planning for the 2018-2022 Term	This will start the evening of December 13 and run the next day.
January 30 – February 1	Training with Local Government Leadership Academy	This training for newly elected members of Council will be held in Prince George.

# CITY OF TERRACE POLICY NO. 63



## TITLE: COUNCIL CODE OF ETHICS

APPROVED: March 12, 1990

RESOLUTION NO.: 178-1990

REVISED: February 12, 2007

RESOLUTION NO.: 067-2007

### PREAMBLE:

The residents and businesses of the City of Terrace are entitled to have fair, honest and open Local Government that has earned the public's full confidence for integrity. As such, the City seeks to maintain and enhance the quality of life for all residents through effective, responsible, ethical and responsive government.

To help achieve this goal, the City of Terrace Council members have each committed to strive to ensure that:

- Public business is conducted with the highest standard of integrity, in a fair, honest and open manner;
- Members respect one another, the public and staff, and recognize the unique role and contribution each person has in making the City a better place to work and live;
- Their conduct in the performance of their duties and responsibilities with the City be above reproach; and
- The decision-making processes are accessible, participatory, understandable, timely and just, in addition to the requirements of the *Community Charter, Local Government Act*, or any other applicable enactment.

### GENERAL PRINCIPLES:

The City of Terrace has adopted this Council Code of Ethics Policy as a declaration of the obligation of all members of City Council to act in good faith and conscientiously perform their duties as an elected official of our community in a professional manner with honesty and integrity as well as with reasonable care and diligence.

1. **Act in the Public Interest**

Recognizing that the City of Terrace seeks to maintain and enhance the quality of life for all City residents through effective, responsive and responsible government, Council members will conduct their business with the highest standard of integrity, in a fair, honest and open manner.

2. **Comply with the Law**

Council members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*, the *Provincial Human Rights Code*, the *Criminal Code*, the *Community Charter* and the *Local Government Act*; laws pertaining to financial disclosures and employer responsibilities; and relevant City of Terrace bylaws and policies.

3. **Conduct of Members**

The conduct of Council members in the performance of their duties and responsibilities for the City of Terrace must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Council members, City of Terrace staff or the public. Members are expected to maintain and contribute to the positive image and credibility of the offices of Mayor and Council.

4. **Respect for Process**

Council members shall perform their duties and responsibilities in accordance with the policies and procedures and rules of order established by the City of Terrace governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City of Terrace by its staff. When acting as a committee member, members of Council shall be aware of the mandate of their respective committee and act in accordance with it.

5. **Attendance at Council & Committee Meetings**

Council members shall provide good representation to their electors by regularly attending Council meetings and Committee meetings. Extended absences from Council and Committee meetings, unless due to illness or injury or with the leave of the Council, could result in disqualification from Council as per Section 110 of the *Community Charter*.

6. **Conduct of Public Meetings**

Council members shall prepare themselves for public meetings, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall not interrupt other speakers, make personal comments not relevant to the business of the body, or otherwise disturb a meeting.

7. **Decisions Based on Merit**

Council members shall base their decisions only on the merits and substance of the matter at hand in respect to the community's greater good, rather than on unrelated circumstances.

8. **Communication**

Subject to section 11 of this Policy, Council members shall share with the body of which they are a member all substantive information that is relevant to a matter under consideration by them which they may have received from sources outside the public decision-making process.

9. **Conflict of Interest**

All City of Terrace Council members shall be aware of, and act in accordance with, Division 6 – Conflict of Interest of the *Community Charter*.

10. **Gifts and Favours**

Council members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person or business having, or seeking to have dealings with the City of Terrace, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the Council member. Gifts or personal benefits are to be disclosed in accordance with Section 106 of the *Community Charter*.

11. **Confidential Information**

Council members shall respect the confidentiality of information concerning the property, personnel, legal or other affairs of the City of Terrace. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests. Council members need to familiarize themselves with Section 117 (Duty to Respect Confidentiality) of the *Community Charter* and the penalty provisions under that Section.

12. **Use of Public Resources**

Council members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

13. **Advocacy**

Council members shall represent the official policies or positions of the City of Terrace Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, they shall explicitly state they do not represent Council or the City of Terrace, nor will they allow the inference that they do.

14. **Policy Role of Members**

Council members shall respect and adhere to the Council/Chief Administrative Officer structure of government as practised in the City of Terrace. In this structure, the Council determines the policies of the City with the advice, information and analyses provided by the public, committees and City of Terrace staff.

Council members, therefore, shall not interfere with the administrative functions of the City or with the professional duties of City of Terrace staff; nor shall they impair the ability of staff to implement Council policy decisions.

15. **Positive Work Place Environment**

Council members shall treat other members, the public, and City of Terrace staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come into contact with during the course of their professional duties. Council members shall be aware of and act in accordance with City of Terrace Workplace Harassment Policy No. 74.

16. **Implementation**

The City of Terrace Council Code of Ethics Policy is intended to be self-enforcing. Council members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

Council members shall not assume that any unethical activities or behaviour not covered by or specifically prohibited by this Code are therefore condoned.

Council members will receive a copy of this Code upon being elected to City of Terrace Council and will be requested to sign a statement affirming they have read and understood the City of Terrace Council Code of Ethics Policy.

17. **Compliance and Enforcement**

Any complaint claiming a breach of this Code must be presented in a written report to the Mayor, providing details including the nature, timing and evidence of the alleged infraction. The Mayor shall then either investigate the complaint or establish an investigating committee of three Councillors to investigate and report back on the alleged breach.

The principles of Natural Justice must be observed during the investigation of an alleged breach and the Council member who is the subject of an investigation must be given all information in regard to the allegations and be provided with an opportunity to be heard on the matter if they desire.

In the event that the subject of the complaint is the Mayor, the written report shall be referred to the Chief Administrative Officer for referral to the remaining Council members for the appointment of a three member investigative committee.

Behaviour which, after investigation, is deemed to be a breach of any of the General Principles as specified in this Code, will be subject to appropriate sanctions that reflect the nature, magnitude and seriousness of the breach.

These sanctions include (but are not limited to):

- a) removal of "Deputy Mayor" designation and responsibilities;
- b) removal of one or more portfolios;
- c) removal from appointment to committees;
- d) removal from speaking on behalf of the City of Terrace to any Regional, Provincial, or Federal government;
- e) restriction or removal of travel entitlement on City of Terrace business;
- f) reduction in remuneration; or
- g) disqualification under Section 110 of the *Community Charter*.

The Council member who is being investigated will be advised in writing of the outcome of the investigation of the alleged breach.

DATE: Feb. 12/07

CLERK: A. Fisher

**AFFIRMATION STATEMENT**

As a member of the Council of the City of Terrace, I agree to uphold the Council Code of Ethics adopted by the City of Terrace and conduct myself accordingly.

I affirm that I have read and understand the City of Terrace Council Code of Ethics Policy No. 63.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position held with the City of Terrace

# Foundational Principles Of Responsible Conduct

FOR BC'S LOCAL GOVERNMENTS

## Key Foundational Principles

- ◇ INTEGRITY
- ◇ ACCOUNTABILITY
- ◇ RESPECT
- ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON  
RESPONSIBLE CONDUCT

January 2018

## What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

*"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."*

## How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments<sup>1</sup>, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



<sup>1</sup> Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

**Integrity:** *being honest 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 perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the 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/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board 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/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

**Respect:** *having due regard for others' perspectives, wishes, and rights; displaying deference<sup>2</sup> to the offices<sup>3</sup> of local government, and the role of local government in community decision making.*

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by 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/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster 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.

<sup>2</sup> Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

<sup>3</sup> 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

**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 behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, 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/board 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 (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



*The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.*