

CODE OF CONDUCT FOR COUNCIL AND STAFF

Background

- In a small community where members of Council, staff members and ratepayers are often neighbours and sometimes friends, it is important for Council members and staff members to observe pre-established rules for their conduct in their respective roles.
- The guidelines in this policy are intended to provide procedures for Council members and staff members to follow so that both can function neutrally and professionally in their dealings with one another and with the ratepayers of the Village.

Code of Conduct for Council

With regards to the ***ratepayers of the Village***, Council members will:

- Operate in a manner such that all processes and decision making is open and transparent to the ratepayers of the community.
- Observe a strict code of honesty in reporting to the public about Council affairs and about other Council members.
- As much as possible, refer all complaints to staff to be handled in a formal professional manner.
- Be guided, where practical and feasible, by the opinions representative of the majority of the electorate.

With regards to the ***staff employed by the Village***, Council members will:

- Observe an internal loyalty to staff such that Council members will not make any disparaging remarks about staff members to any member of the public but instead address such concerns either directly to the staff member.
- In hiring, supervising and evaluating staff, follow the guidelines established in Policy #2.0.

With regards to ***decision-making***, Council members will:

- Declare any potential pecuniary conflict of interest prior to the discussion and decision-making and step aside from said voting.
- Declare any potential friendship or other conflict of interest prior to being part of a hiring panel for a vacancy on Village staff.
- Set aside any preformed judgments or personal opinions, so as to retain an open mind in all matters before Council,
- Consider and act only on complaints that are brought forward with the names of the complainant attached.
- Retain an open-mind and foster a willingness to embrace change as the nature of the community evolves.

By observing this Code of Conduct, Council members, with their words and actions, set an example to the electorate of the Village whom they serve regarding the community spirit that Council hopes to foster

Code of Conduct for Staff

With regards to the ***ratepayers of the Village***, staff members will:

- Conduct themselves in a professional, respectful and courteous manner when interacting with ratepayers and visitors in the Village.
- Be mindful that concerns regarding Village operational procedures are not matters for open discussion but should be referred to the Village Council for resolution.

With regards to the ***Village Council***, staff members will:

- Observe an internal loyalty to the employer such that staff members will not make any disparaging remarks about Council to any member of the public but instead address such concerns to the Council.

With regards ***fellow staff members***, staff members will:

- Observe an internal loyalty to fellow staff members such that staff members will not make any disparaging remarks about current or previous staff members to any member of the public.
- Address any concerns about fellow staff members, first directly to that staff member and, failing to find resolution, to Council for resolution.

By observing this Code of Conduct, staff members create and foster a mutually co-operative work environment that will reflect well to the electorate of the Village whom they serve.