

### Council Code of Conduct

#### Purpose

The purpose of the Code of Conduct is to promote ethical and respectful decision making and behaviour amongst members of Council. It reflects members' individual and collective commitment to the principles and standards that are necessary to earn, maintain and enhance public confidence and trust in the good governance of the City of Coquitlam.

#### Scope

The Code of Conduct applies to members of Council for the City of Coquitlam.

It is each member's individual responsibility to uphold both the letter and the spirit of this Code in their interactions with other members, staff, and the public. It is also each member's responsibility to be aware of, and conduct themselves in accordance with, the laws governing their roles as elected officials.

It is Council's collective responsibility to consider issues and exercise Council's powers, duties and functions in accordance with this Code as well as all applicable legal obligations which apply to members individually and to the collective Council.

Council intends this Code to be interpreted and applied by members in a manner that reflects the unique context in which they operate.

#### Guiding Principles

Responsible conduct by members of Council involves:

- **Integrity** – behaving honestly and ethically;
- **Respect** – valuing the perspectives, wishes and rights of others;
- **Accountability** – willingly accepting responsibility and accounting for one's actions;
- **Leadership** – leading, listening to, and positively influencing others;
- **Collaboration** – coming together to create or meet a common goal through collective efforts.

#### Standards of Conduct

##### **Integrity**

- Members will be honest and truthful in all City dealings, including those with other members, staff, and the public.

# CITY OF COQUITLAM

## Policy and Procedure Manual

- Members will behave in a manner that promotes public confidence in all of their dealings.
- Members will refrain from advancing personal interests over community interests.
- Members will ensure their actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by Council.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles and in consideration of the consequences of those decisions.

### **Respect**

- Members will treat every person with dignity, understanding, and respect.
- Members will create space for open expression by others and acknowledge the value that a diversity of beliefs, values and ideas adds to discussions.
- Members will create an environment of trust, including demonstrating awareness of how their words or actions may be perceived.
- Members will recognize and value the distinct roles and responsibilities of elected officials and staff, and refrain from interfering with the administrative functions of the City.
- Members will call for and expect respect from the community towards elected officials and staff.

### **Accountability**

- Members will carry out their duties in an open and transparent manner while protecting confidentiality where necessary.
- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective Council.
- Members will follow through on their commitments and correct errors in a timely and transparent manner.
- Members will address a concern about a potential breach of this Code of Conduct in a timely and fair way.

### **Leadership**

- Members will behave in a manner that builds public confidence and trust in local government.
- Members will actively take steps to foster a positive working relationship with and among other members, staff, and the public.
- Members will engage in continuing learning opportunities in order to maintain and enhance respectful Council relationships and good governance.

### **Collaboration**

- Members will encourage constructive discourse by empowering other members and staff to provide their perspectives on relevant issues.

# CITY OF COQUITLAM

## Policy and Procedure Manual

- Members will respect the decision-making process by actively participating in debate about the merits of a decision, but once a decision has been made, all members will recognize the decisions of the majority.
- Members will respect the authority vested in Council is a collective authority, which is exercised as a body at a duly convened and constituted meeting.
- Members will work together with staff, the public, other local governments, the Provincial and Federal governments, and other interestholders to achieve common goals.
- Members will commit to building mutually beneficial working relationships with neighbouring First Nations to further advance reconciliation efforts.

### **Authority**

The Council Code of Conduct is authorized by s.113.1 of the *Community Charter* and fulfils Council's duty to consider the principles prescribed in *Principles for Codes of Conduct Regulation*, BC Reg 136/2022.

### **Review**

Council will decide whether to review this Code within six months after its first regular meeting following each general local election. In addition, this Code of Conduct will be reviewed as and when required in response to changes in laws and City administrative practices.

### **Other Related Policies or Procedures**

Responsible Council conduct is guided by a range of City bylaws, policies, guidelines and protocol documents in effect from time to time, including those relating to meeting procedures, oaths of office, records management, personal use of social media, and use of information and communications technology.

### **Establishment/Review History**

<b>Date</b>	<b>Action</b>
<i>June 5, 2023</i>	Established