

## CITY OF MAPLE RIDGE

# COUNCIL CODE OF CONDUCT

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The City of Maple Ridge Council Code of Conduct details the shared expectations for responsible conduct as determined by the City of Maple Ridge Council for the 2018-2022 municipal term. Responsible conduct is grounded in conducting oneself with honesty, integrity, and in a way that furthers the City's ability to provide good governance to the community. Outcomes of responsible conduct include transparency, accountability, effective and efficient decision-making, and a safe and welcoming environment for everyone.

It is each Council 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.

### STANDARDS OF CONDUCT FOR WORKING WITH EACH OTHER

As elected representatives of the City of Maple Ridge, we have a responsibility to listen, to consider, and to communicate respectfully with each other, staff, and members of the public to make decisions that shape our community. By working together with professionalism, respect, and open minds, we can be successful in our role as community leaders, regardless of differences of opinion.

To this end, we commit to:

- Demonstrating respect through:
  - Fostering a safe and welcoming space for debate and decision-making;
  - Professional and respectful verbal and body language;
  - Seeking to understand, and asking questions rather than making assumptions;
  - Arriving prepared for Council meetings and specific agenda items;
  - Approaching issues with an open mind to consider new information;
  - Directing critique at the issue, and not the individual that raises it;
  - Providing direct, honest and timely feedback to questions and concerns; and
  - Being sensitive to others' emotions when they are feeling very passionate about an issue.
  
- Ensuring commentary at Council meetings remains focused on the issues, avoiding repetition.
  
- Chairing meetings in a consistent manner that keeps the meeting on task, respects everyone's time, and ensures each member of Council has an equal opportunity to be heard.



- Making a collective effort to ensure a united voice for Council by:
  - Respecting the collective decision of Council when representing Council in other public forums and in intergovernmental relations;
  - Working together for effective governance; and
  - Holding each other accountable for our conduct.

## **STANDARDS OF CONDUCT FOR INTERACTING WITH THE PUBLIC**

As elected officials, our role is to listen to a wide variety of community stakeholders, deliberate as a Council, and make decisions on behalf of the City of Maple Ridge in a manner that is professional, inclusive, and maintains public confidence. Ensuring a fair, consistent, and professional process at Council meetings will support a welcoming environment in which all members of the community feel safe to share their views with Council.

To this end, we commit to:

- Maintaining a safe, professional and welcoming tone at the Council table through:
  - Respectful verbal and body language, making few interjections;
  - Seeking to understand, and asking questions in an inquiring tone;
  - Directing critique at the issue, and not the individual that raises it, understanding that speakers may be representing the view of their organization, not their own;
  - Avoiding repetition or re-stating what was just said;
  - Acknowledging how speakers are feeling, and recognizing the vulnerability that speakers may feel when presenting their issues to Council; and
  - Giving acknowledgement and thanks to members of the public for their contribution to the meeting.
- Fostering public confidence by:
  - Leading by example through respectful and professional conduct and an open mind;
  - Explaining meeting guidelines as appropriate;
  - Ensuring all members of the public are treated in the same manner and in accordance with this Code of Conduct;
  - Ensuring that the public feels heard by avoiding inflammatory comments;
  - Ensuring that Council is heard by those present and watching online by speaking clearly and at a moderate volume;
  - Diffusing elevated situations to promote a safe and respectful environment; and
  - Keeping the meeting on task, listening to all opinions and summarizing what was heard around the table when acting as Chair.

These commitments will be supported by City staff who will:

- Ensure high quality presentations are brought to the Council table;
- Ask members of the public to sign up to speak before the meeting starts; and
- Set speakers up for success by providing them with an orientation to the technology, the Council forum and time limits.