

DATE OF MEETING | JANUARY 28, 2019 |

AUTHORED BY | JOHN VAN HORNE, DIRECTOR OF HUMAN RESOURCES |

SUBJECT | **Revised Code of Conduct** |

## **OVERVIEW**

### **Purpose of Report**

To present Council with a draft revised Code of Conduct and a draft sign-off document for consideration.

### **Recommendation**

That the Committee of the Whole recommend that Council adopt the attached Code of Conduct and sign the accompanying declaration at the next regular meeting of Council.

## **DISCUSSION**

At the Special Committee of the Whole meeting on 2019-JAN-07, Council reviewed and discussed a variety of options for developing a Code of Conduct. Based on the discussions at that meeting, staff committed to:

1. Bring a revised draft Code of Conduct to a future meeting;
2. Utilize the Union of British Columbian Municipalities (UBCM) Model Code of Conduct and the Code of Conduct for the City of Prince George as the primary sources of the revised draft;
3. Develop a one-page document that spoke to the reasons for developing the Code of Conduct, that Council could sign to demonstrate their commitment to uphold the letter and spirit of the Code of Conduct.

The UBCM and Prince George versions appealed to members of Council based on their plain-language format and ease of reading. At the same time, it was clearly the desire that the document be, and be seen to be, a formal document with a substantial pledge to uphold its ideals. A sign-off sheet was identified as a preferred way to demonstrate this commitment.

Attachment A is a slightly-modified version of the Draft Code of Conduct that was created using the UBCM Model Code of Conduct. The Introduction paragraph has been removed and used in the development of the sign-off sheet that accompanies the Code of Conduct.

Attachment B is a draft of the sign-off sheet. It incorporates the material removed from the Code of Conduct blended with a similar paragraph taken from the City of Prince George's Code of Conduct. |

### **SUMMARY POINTS**

- Council generally expressed a preference for a Code of Conduct that is written in plain language, and is easy for people to read and understand.
- Council has indicated a desire to have a document for each member of Council to sign, as evidence of their commitment to abide by the Code of Conduct.
- Staff have revised a Draft Code of Conduct and developed a sign-off sheet based on the discussions from the Special Committee of the Whole meeting on 2019-JAN-07.

### **ATTACHMENTS**

Attachment A: Revised Draft Code of Conduct

Attachment B: Revised Draft Code of Conduct sign-off sheet

### **Submitted by:**

John Van Horne  
Director of Human Resources