



Policy	Council Code of Ethics
Approved By:	Council
Approval Date:	July 17, 2017
Amendment Date:	
Policy Holder:	Council

COUNCIL POLICY

Council Code of Ethics

POLICY

The District of Oak Bay strives to maintain and enhance the quality of life for all Oak Bay residents and businesses through effective, responsible and responsive government. To achieve this goal, Municipal Council commits to ensure that:

- Public business is conducted with integrity, in a fair, honest, respectful and open manner;
- Council members respect one another, the public and District recognize the unique role contribution each person has in making the District of Oak Bay a great place to live, work and play; and,
- Council members conduct in the performance of their duties and responsibilities will be above reproach.

REASON FOR POLICY

To set expectations for members of Council in carrying out their duties and responsibilities.

PROCEDURES

Code of Ethics:

1. Act in the Public Interest – Council members will conduct business with integrity, in a fair, honest and open manner.
2. Leadership – Council members will demonstrate and promote the key principles of the Code of Ethics through their decisions, actions and behaviour. Their behaviour should build and inspire the public's trust and confidence in local government. Council members will provide leadership to District staff through the Chief Administrative Officer.
3. Accountability – Council members are obligated to answer for the responsibility that has been entrusted to them. They are responsible for decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes should be transparent and subject to public scrutiny.

4. Respect – Council members will conduct public business efficiently and with decorum. They will treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in local government decision-making.
5. Confidentiality – Council members will refrain from discussing or disclosing any confidential or personal information with or to Staff or with persons outside the organization except as authorized.
6. Communicate Decisions - Council members will accurately communicate the decisions of the Council even if they disagree with the majority decision of Council, and by doing so affirm the respect for and integrity in the decision-making processes of Council.
7. Respectful Work Place – Council members shall treat other members, the public and District Staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties.