

Corporate Policy

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Section:	Human Resources	07
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Related Policies

Number	Title
A07-2510-01	Respectful Workplace
03-1200-01	Purchasing
A03-1235-01	Purchase Cards
05-1800-01	Travel and Expense

Approvals

Approval Date: January 13, 2015	Resolution #: <u>RC15/003</u>
Amended: September 19, 2017	Resolution #: <u>RC(CW)17/031 (CW17/117)</u>
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Corporate Policy Manual

Code of Conduct for Advisory Bodies

Policy

The residents and businesses of the City of Port Moody are entitled to have fair, honest, and open local government that has earned the public's full confidence for integrity. In keeping with the City of Port Moody's governance and corporate values as described in the *Community Charter*, the City seeks to maintain and enhance the quality of life for all Port Moody residents through effective, responsible, and responsive government. To help achieve this goal, advisory body members (eg: committees, boards, commissions, etc), who are appointed and exist at the pleasure of Council, commit to meeting the following code of conduct.

- Advisory Bodies of Council are created by Council to provide information and advise to Council on issues of interest to the public to assist Council in its decision making process.
- Public business is conducted with integrity in a fair, honest, and open manner.
- Discussions at committee meetings will be focused on the issues and the facts.
- The diverse perspectives of each member, as they reflect the interests of the community, will be respected.
- Members can expect courteous behaviour from each other.
- No member will speak publicly that denigrates the City of Port Moody, other Council Members, committee colleagues, or staff.
- Disagreements will not be taken personally nor made personal.
- Committee members participating at meetings will avoid inflammatory language. They are expected to speak in an objective manner.
- When required (eg: Closed meetings), Members shall respect the confidentiality of information concerning the property, personnel, or legal affairs of the City. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial, or other private interests.
- Members shall treat other members, the public, and City staff with respect and shall be supportive of the personal dignity, self-esteem, and well-being of those with whom they come into contact during the course of their professional duties.
- Members will recognize that there are demands on City resources and that the commitment of those resources is the responsibility of Council.
- Members will be aware of, and act according to City policies, guidance documents, and legislation including, but not limited to, the *Community Charter* pertaining to Council members.

This code of conduct and declaration will be administered and must be signed by Advisory Body members following their appointment. Failure to comply with the Code of Conduct will result in removal of their appointment.

ADVISORY BODY MEMBER STATEMENT

As an appointed member to a City of Port Moody Advisory Body of Council, I agree to uphold the code of ethics adopted by the City and to conduct myself by the following model of excellence:

I will:

- Recognize the diversity of backgrounds, interests, and views in our community.
- Help create an atmosphere of open and responsive government.
- Conduct public affairs with integrity and in a fair, honest, and open manner.
- Respect other members and the unique role and contribution each of us has in making the City of Port Moody a better place to work and live.
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just, and fair.
- Avoid and discourage conduct which is not in the best interest of the City of Port Moody.
- Treat all people with whom I come into contact in the way in which I would wish to be treated.

I affirm that I have read and understood the City of Port Moody code of ethics.

Advisory Body Member

Date