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CODE OF ETHICS POLICY

For members of Hamlet of Tuktoyaktuk Council and Council Appointees to Committees ("members") Adopted by the Council of the Hamlet of Tuktoyaktuk

Preamble

The residents and businesses of the Hamlet of Tuktoyaktuk are entitled to have fair, honest and open local government that has earned the public's full confidence for integrity. The Hamlet seeks to maintain and enhance the quality of life for all Hamlet residents through effective, responsible and responsive government. To help achieve this goal, members have committed to strive to ensure that:

- * public business is conducted with integrity, in a fair, honest and open manner;
- * members respect one another, the public and staff and recognize the unique role and contribution each person has in making the Hamlet a better place to work and live;
- * their conduct in the performance of their duties and responsibilities with the Hamlet be above reproach; and
- * the decision-making processes be accessible, participatory, understandable, timely and just, in addition to the requirements of applicable enactments.

Application of the Code

The Council of the Hamlet of Tuktoyaktuk has adopted a Code of Ethics applicable to members of Council and to any person appointed by Council to committees. Unless otherwise specified, "members" is intended to include both members of Council and committees. The bodies which Council can appoint members to are referred to collectively as "committees".

1. Act in the Public Interest

Recognizing that the Hamlet seeks to maintain and enhance the quality of life for all Hamlet residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.

2. Comply with the Law

Members shall comply with all applicable federal, territorial and Hamlet by-laws in the performance of their public duties. These laws include, but are not limited to:

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the Charter of Rights and Freedom; the Criminal Code of Canada, the Hamlets Act; laws pertaining to financial disclosures, and employer responsibilities; and relevant Hamlet bylaws and policies.

3. Conduct of Members

The conduct of members in the performance of their duties and responsibilities with the Hamlet must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, committees, the staff or the public.

4. Respect for Process

Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Hamlet Council governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Council by Hamlet staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.

5. Conduct of Public Meetings

Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

7. Communication

Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Council or a committee, which they may have received from sources outside of the public decision-making process.

8. Conflict of Interest

The Mayor and Councillors shall be aware of and act in accordance with Territorial Conflict of Interest Act and their Oath of Office. Other Members shall act in accordance with the Territorial Conflict of Interest Act.

9. Gifts and Favours

Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Hamlet, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social

obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Hamlet programs open to the public and may purchase Hamlet property or goods offered for public sale.

10. Confidential Information

Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Hamlet. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

11. Use of Public Resources

Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

12. Advocacy

Members shall represent the official policies or positions of the Hamlet Council or committee to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council, their committee, or the Hamlet of Tuktoyaktuk, nor will they allow the inference that they do.

13. Policy Role of Members

Members shall respect and adhere to the Council-Senior Administrative Officer structure of government as practiced in the Hamlet of Tuktoyaktuk. In this structure, the Council determines the policies of the Hamlet with the advice, information and analysis provided by the public, committees, and Hamlet staff. Members, therefore, shall not interfere with the administrative functions of the Hamlet or with the professional duties of Hamlet staff; nor shall they impair the ability of staff to implement Council policy decisions.

14. Positive Work Place Environment

Members shall treat other members, the public and Hamlet 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.

15. Implementation

The Hamlet of Tuktoyaktuk Code of Ethics is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions. For this reason, the Code of Ethics will be provided to candidates for Council and applicants to committees. Members elected to Council or appointed to a committee will be requested to sign the Member Statement affirming they have read and understood the Hamlet of Tuktoyaktuk Code of Ethics. In addition, Council and committees shall review annually the Code of Ethics, and Council shall consider recommendations from committees and update the Code as necessary.

16. Compliance and Enforcement

The Hamlet of Tuktoyaktuk Code of Ethics expresses standards of ethical conduct expected for members of the Hamlet Council and committees. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the Hamlet of Tuktoyaktuk. Council may impose sanctions on members whose conduct does not comply with the Hamlet's ethical standards, such as motion of censure. Council may also rescind the appointment of a member to a committee for breaching the Code of Ethics.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Ethics with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, Council must ensure that a member has

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defense against any allegations; and
3. an opportunity to be heard.

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a Council decision or committee recommendation.

THIS POLICY IS ADOPTED by Hamlet Council motion # 118/11 at a duly held meeting on June 16, 2011.



FOR
Mayor



Senior Administrative Officer