



TOWN of CRESTON

**INAUGURAL COUNCIL MEETING  
TUESDAY, NOVEMBER 6<sup>TH</sup>, 2018  
COMMENCING AT 7:00 P.M.**

**CALL TO ORDER**

Michael Moore, Interim Chief Administrative Officer

**INTRODUCTION**

Michael Moore, Interim Chief Administrative Officer, Town of Creston

Council Elect:           Ron Toyota (Mayor)  
                                  Jen Comer  
                                  Arnold DeBoon  
                                  Jim Elford  
                                  Joanna Wilson  
                                  Ellen Tzakis  
                                  Karen Unruh

**SWEARING IN CEREMONY**

Michael Moore, Interim Chief Administrative Officer and Pastor Harry Habershtock

Oath of Office:

Mayor-Elect Ron Toyota  
Councillor-Elect Jen Comer  
Councillor-Elect Arnold DeBoon  
Councillor-Elect Jim Elford  
Councillor-Elect Joanna Wilson  
Councillor-Elect Ellen Tzakis  
Councillor-Elect Karen Unruh

**AFFIRM COUNCIL CODE OF ETHICS AND CONDUCT**

Michael Moore, Interim Chief Administrative Officer to present for affirmation

**COUNCIL COVENANT SIGNING CEREMONY**

Michael Moore, Interim Chief Administrative Officer to present for signing

**INVOCATION AND PRAYER**

Doctor, Reverend and Pastor Harry Habershtock to deliver the invocation.

**MAYOR'S ADDRESS**

Mayor Ron Toyota

**APPOINTMENTS OF COUNCIL REPRESENTATIVES**

To be discussed during meeting.

**APPOINTMENT OF ACTING MAYORS**

To be discussed and established during the meeting.

**APPOINTMENT OF AUDITOR FOR 2019 - 2022**

The Towns Auditor to be established during the meeting.

**APPOINTMENT OF TOWN SOLICITOR FOR 2018 - 2022**

The Towns Solicitor to be established during the meeting.

**APPOINTMENT OF SIGNING AUTHORITIES FOR 2018 - 2022**

To be established during the meeting.

**QUESTION PERIOD**

**ADJOURNMENT**



## **CODE OF ETHICS AND CONDUCT for the Council of the TOWN OF CRESTON**

The purpose of the Code of Ethics and Conduct is as follows:

- To provide guidance to Council so as to ensure that each are accorded reasonable and fair treatment.
- To assist Council Members in avoiding problems relating to role problems.
- To preserve the integrity of the Council and administration.
- To protect the individual rights of Council and administration as normal citizens.

These guidelines are additional to any requirements at law and do not excuse any member from complying with any common law or statute law.

### **Primary Focus**

1. Both Council and its administration recognize that their allegiance and loyalties are to the community as a whole and not to any individual(s) or group(s).

### **Relationships between Members of Council and it's Administration**

2. Each Council member shall ensure that his/her behaviour towards other members of Council and the administration is based on the following principles:
  - Respect for the right of others to offer their opinion.
  - Tolerance for viewpoints which may be at odds with those of others.
  - Respect for views and opinions that may well be in the minority.
  - Respect for the role of the Chief Administrative Officer/Town Manager as the key employee of Council and its chief policy advisor.
  - Respect for the right of the administration to present reports and advice which may not be that which is acceptable to Council.

### **Fair Treatment for Those Presenting to Council**

3. Each person presenting to Council will be afforded fair treatment by all members of Council who will seek to ensure that:
  - Presenters are treated fairly regardless of race, gender, religion, age, disability or occupation.
  - Presenters are dealt with in good faith.
  - Presenters are given an adequate time in which to present their views.
  - Presenters are treated without bias and are accorded respect for their time and views.

## **Chairman of Meetings**

4. The Mayor (or Chair of meetings) will not tolerate:
  - Discourtesy by one member to another member.
  - Rudeness to members of staff or to the public.
  - Disruptive behaviour.
5. The Mayor (or Chair of the meeting) should personally speak to any members guilty of such behaviour requesting that he/she desist from such remarks or behaviour. If necessary, the Chair shall call a brief recess and speak in private to the offending parties.

## **Authority and Powers**

6. Each member of Council will respect the legislation which accords to Council as a whole the authority to make decisions which guide the actions of the administration. This authority is vested in Council when it is convened as a body at a duly constituted meeting. Council members will therefore refrain from attempting to guide or influence individual members of the administration.

## **Requests for Information**

7. Council members will direct their requests for information or action to the office of the Chief Administrative Officer/Town Manager (unless otherwise delegated to a member of staff by the Chief Administrative Officer/Town Manager). If the matter is subject to a current Council policy, the administration will respond as quickly as possible in filling the request. If the request is not covered by a current policy, it will be forwarded to the Chief Administrative Officer/Town Manager who will place the matter before Council to receive its direction.

## **Conflict of Interest**

8. Neither Council members nor members of the administration will act in such a way as to constitute a conflict of interest. All residents will be treated equally. No special favour will be granted unless it is approved by a legal resolution of Council. Decisions on matters of pecuniary (either direct or indirect) which impact family members in a way not consistent with the population as a whole will be deferred pending the advice of the municipality's solicitor. In this, as in all matters, the legislation will prevail.

## **Council Spokesperson**

9. The official decisions of Council will be conveyed to the public and all others by way of Council resolutions, bylaws and policies. These decisions will be conveyed by the Mayor (or his designate) to the media as directed by the official Council decision. Any other comments on Council positions by any other member of Council that are not consistent with the official position should be prefaced as personal opinion only.

## **Public Statements**

10. A member is not restricted in any public statement they choose to make, but as a member of the Council they are expected to:
  - Support the role of the Council.
  - Support the current policies, bylaws and resolutions of the Town of Creston.
11. Any requests by the media to the administration for comment or information on matters pertaining to a matter within the jurisdiction of the Council and not yet subject to an approved policy should be immediately referred to the Chief Administrative Officer/Town Manager and through him to the Mayor.

## **Acceptance of Gifts**

12. A member is expected to avoid any actual or reasonable apprehension of bias in the acceptance of gifts and shall:
  - Accept only those gifts of protocol or social obligation that occur in normal business relationships.
  - Not accept a fee, gift or other benefit that is connected directly or indirectly with the performance of the member's office.

## **Bribery**

13. A member is to be alert to any attempt of bribery and shall:
  - Reject bribery in any form.
  - Report any attempt or perceived attempt to bribe a member to the Chief Administrative Officer/Town Manager.

## **Family Bias**

14. A member is expected to avoid any actual or reasonable apprehension of bias in the dealings with relatives not defined as family and shall avoid any actual or reasonable apprehension of bias when acting as a member of Council.

## **Treatment of Others**

15. Each member shall ensure that their behaviour towards other Council members, the Chief Administrative Officer/Town Manager and members of the administration, consultants, lawyers, the public and/or their agents is at all times:
  - Courteous, professional, fair and unbiased.
  - Contributes to the preservation of orderly decorum.
  - Avoids sarcasm, derogatory comments, or questions or comments designed to embarrass.
  - Respectful of the rulings and direction of the Chair.
  - Where a member is the Chair, they shall be responsible to immediately rule such behaviour out of order and require the offending member to offer an apology to all present at the hearing.

16. Each member has a responsibility to ensure that all persons appearing before or otherwise having dealings with Council are:
- Treated fairly regardless of race, gender, religion, age, disability or occupation.
  - Dealt with in good faith.
  - Dealt with without bias and in a judicial temper.
  - Given an adequate opportunity to state their case.

### **Confidentiality**

17. Each member shall retain in confidence any matters presented to the Council in camera until such time as that matter has been determined by Council resolution to be a public matter.

### **Partisan Politics**

18. Council members are entitled to serve as members of provincial or federal parties.
19. Council members will not allow their party affiliation or responsibilities interfere with the requirements and responsibilities of serving this Town as a member of Council.
20. Council members will not engage in political activities in the Town Hall or at any event sponsored by the Town or by one of its commissions or committees.

### **Adherence to Code, Charter, Act and Procedures**

21. Each member shall:
- Adhere to all aspects of this Code of Ethics.
  - Adhere to the requirements of the Local Government Act and/or the Community Charter.
  - Adhere to the procedural guidelines provided for by the Council's approved Procedural Bylaw.
  - Adhere to the requirements of Council policies and procedures.

ADOPTED by Council at the Councillor-Elect Swearing-In Ceremony held on November 6<sup>th</sup>, 2018, in Town Hall Council Chambers, via Resolution No.\_\_\_\_\_.



# TOWN OF CRESTON COUNCIL COVENANT

WE, AS MEMBERS OF COUNCIL, WILL:

- Carry out our responsibilities as set out in the applicable legislation to the best of our abilities;
- Make decisions which we believe to be in the best interests of the citizens of the Town of Creston;
- Review the background information and advice made available to us by the administration prior to rendering a decision;
- Seek further input when we are unsure of the issues or uncertain as to the preferred course of action;
- Refer any complaints, either written or verbal, about the decisions of Council or the actions of administration, to the Town Manager for review, comment and follow-up (as appropriate);
- Refrain from making any commitments on behalf of council to individual citizens or groups other than to take the request up with the Council or Town Manager and to respond appropriately;
- Seek to participate actively in the decision-making process;
- Refrain from any public or private criticism of our administration wherein individual employees are identified; and,
- Act as good stewards of the Town and as public servants of our citizens through ethical conduct;
- Provide effective leadership through guiding the corporation and the municipality through annual or longer-term goals and priorities, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.

Mayor \_\_\_\_\_  
Ron Toyota

Councillor \_\_\_\_\_  
Jen Comer

Councillor \_\_\_\_\_  
Arnold DeBoon

Councillor \_\_\_\_\_  
Jim Elford

Councillor \_\_\_\_\_  
Ellen Tzakis

Councillor \_\_\_\_\_  
Karen Unruh

Councillor \_\_\_\_\_  
Joanna Wilson

Dated at Creston, BC, this 6<sup>th</sup> day of November, 2018.