



DISCOVER. GROW. BELONG.

Title: Council Code of Conduct	Date Approved: April 8th, 2025
Policy #: COU 02-2025	Council Resolution #:91-25
Department: Human Resource	Revision:
Rescinds: HR 02-2021	Procedure #:

Purpose

The Town of Carberry is committed to maintaining high ethical standards and accountability among elected officials. This policy, in accordance with The Municipal Act of Manitoba and Town of Carberry By-law 16/2022, establishes a code of conduct for council members to promote integrity, transparency, and responsible governance.

Scope

This policy applies to all members of the Town of Carberry Council, including the Mayor and Councillors.

Guiding Principles

1. Integrity: Council members must act honestly and in the best interest of the municipality.
2. Accountability: Elected officials are responsible for their actions and decisions.
3. Transparency: Decision-making should be open, fair, and accessible to the public.
4. Respect: Council members shall treat colleagues, staff, and the public with professionalism and courtesy.
5. Confidentiality: Sensitive information must be protected and used only for official purposes.
6. Conflict of Interest: Members must avoid situations where personal interests could improperly influence their duties.

Standards of Conduct

1. Respectful Conduct:
 - o Treat council members, staff, and the public with respect and dignity.
 - o Refrain from discrimination, harassment, or intimidation.
 - o Conduct themselves appropriately at all times in public settings and on social media
2. Use of Influence & Authority:
 - o Do not use official positions for personal gain or to influence staff improperly.
 - o Represent the Town professionally in all dealings.
3. Conflict of Interest:

- Declare conflicts of interest in accordance with The Municipal Council Conflict of Interest Act.
 - Refrain from participating in decisions where personal financial interest is involved.
4. Confidentiality & Use of Information:
- Protect sensitive municipal information.
 - Do not disclose privileged information unless authorized by law.
5. Council & Committee Meetings & Decision-Making:
- Attend all meetings regularly and be prepared.
 - Engage in open and constructive debate.
 - Accept majority decisions of Council and uphold them publicly.
6. Public Statements & Social Media:
- Represent official Town positions accurately.
 - Avoid defamatory or misleading statements about the Town, staff, or fellow councillors.
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Enforcement & Sanctions

1. Complaints & Investigation:
- Complaints about breaches of this policy may be submitted in writing to the Mayor or CAO.
 - An independent review may be conducted if necessary.
2. Sanctions for Non-Compliance:
- Formal reprimand or written warning.
 - Suspension from committee roles or meeting participation.
 - Public censure by Council.
 - Other sanctions as permitted under Manitoba legislation.

Adopted by Resolution of Council #91-25 at Carberry, Manitoba, this 8th day of April 2025.

Acknowledgement

I acknowledge that I have received, read, and understand the Council Code of Conduct policy and/or have had it explained to me. I understand, the liability of the Municipality could extend to me in my role as a Municipal representative.

*I understand that it is my responsibility as _____
(Role within Municipality)*

to adhere to all processes and responsibilities contained in this policy, and agree to report any conflict of interest as set forth in this policy.

Name

Signature

Signature of CAO or Person representing the Entity

Date