



CITY OF GREENWOOD

Inaugural Council Meeting

Council Chambers – Greenwood City Hall – 202 S. Government Ave.
Monday, November 7, 2022
7:00 pm

AGENDA

- 1. Oaths of Office**
- 2. Call to Order**
- 3. Inaugural Addresses**
- 4. Adoption of the Agenda**
- 5. Report: 2022 Local Government Election Results** p. 1-15
- 6. Board Appointments**
 - a. Regional District of Kootenay Boundary – Board of Directors (member)
 - b. Regional District of Kootenay Boundary – Board of Directors (alternate member)
 - c. City of Greenwood – Review of Committee and Liaison Positions p. 16
- 7. 2023 Draft Schedule of Regular Council Meetings** p. 17
- 8. 2023 Schedule of Acting Mayor** p. 18
- 9. Review of Administrative and Council Procedures**
 - a. Bylaw No. 997, 2022 - Council Procedures Bylaw (consolidated draft bylaw) p. 19-30
 - b. Responsible Conduct Guiding Principles Policy p. 31-38
- 10. Question Period**
- 11. Adjournment**

City of Greenwood

M E M O R A N D U M

To: City of Greenwood Mayor and Council

From: Marcus Lebler, Chief Administrative Officer / Chief Election Officer

Date of Report: November 3, 2022

Date & Meeting Type: November 7, 2022 Inaugural Council Meeting

Subject: 2022 Election Results

Location: City of Greenwood Council Chambers

Rationale:

The purpose of this report is to provide the results of the 2022 General Local Election as required by Section 158 of the Local Government Act.

Recommendations:

That this report be received for information.

Background / Report:

On October 15th, 2022, local general elections were held across BC for municipalities, regional districts and school districts. The City of Greenwood held elections for the positions of Mayor and Councillor. The results of these elections are as follows (bolded names were declared elected):

MAYOR

MAYOR CANDIDATE	VOTES
John Bolt	194
Barry Noll	157

COUNCILLOR

COUNCILLOR CANDIDATE	VOTES
Mike Goddard	66
Clint Huisman	210
Carolina Hopkins	51
Jessica McLean	273
Jim Nathorst	224
Gerry Shaw	214
Gary Stewart	70
Doug Teramoto	189

Voter Turnout

In total, 362 voters cast ballots in the 2022 City of Greenwood local government election, out of a total 604 estimated eligible voters, for a voter turnout rate of 59.9%. This total and rate is a slight decrease from the City's turnout in 2018 (with 338 voters at 60.4%) and is higher than the total turnout across the province (29.2%).

Voting Breakdown

There were several voting opportunities offered for the 2022 election:

- Advance voting on October 5th – 136 voters
- Mail-in ballots – 11 voters
- General Voting Day October 15th – 215 voters

Financial Considerations

Final costs of the 2022 election are still being tallied, but the total amount is expected to be consistent with the \$7,500 budget. Thus far \$7,280 or 97% of the budget has been expended. The only remaining election expense outstanding is the rental of the Greenwood Community Hall at an estimated cost of \$300, which will push the cost center slightly (1%) over budget.

Attachments:

1. Declaration of Official Results
2. Determination of Election Results
3. Ballot Accounts



Form No. 14-2
The City of Greenwood

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2022

Mayor

I, Marcus Lebler, Chief Election Officer, do hereby declare elected, **John Bolt**, who received the highest number of valid votes for the office of Mayor.

Dated at Greenwood, BC

This 19th day of October, 2022.

A handwritten signature in blue ink, appearing to read 'Marcus Lebler', is written over a horizontal line.

Marcus Lebler
Chief Election Officer



Form No. 14-3
The City of Greenwood

DECLARATION OF OFFICIAL ELECTION RESULTS

GENERAL LOCAL ELECTION – 2022

Councillor

I, Marcus Lebler, Chief Election Officer, do hereby declare elected, the following candidates,
who received the highest number of valid votes for the office of Councillor.

1. **Jessica McLean**
2. **Jim Nathorst**
3. **Gerry Shaw**
4. **Clint Huisman**

Dated at Greenwood, BC

This 19th day of October, 2022.

Marcus Lebler
Chief Election Officer



Form No. 14-1A
The City of Greenwood
DETERMINATION OF ELECTION RESULTS
Mayor
GENERAL LOCAL ELECTION – 2022

	NOLL	BOLT
Advance: October 5, 2022 McArthur Centre Community Hall	53	77
General: October 15, 2022 McArthur Centre Community Hall	98	112
Mail: October 15, 2022 McArthur Centre Community Hall	6	5
TOTAL NUMBER OF VALID VOTES CAST	157	194

This determination of official election results was made by the Chief Election Officer on [date and time] and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Marcus Lebler

Chief Election Officer



Form No. 14-1B
The City of Greenwood
DETERMINATION OF ELECTION RESULTS
Council
GENERAL LOCAL ELECTION – 2022

	SHAW	NATHORST	HOPKINS	MCLEAN	HUISMAN	STEWART	GODDARD	TERAMOTO
Advance: October 5, 2022 McArthur Centre Community Hall	79	88	15	98	83	29	22	66
General: October 15, 2022 McArthur Centre Community Hall	130	128	34	166	121	40	41	117
Mail: October 15, 2022 McArthur Centre Community Hall	5	8	2	9	6	1	3	6
TOTAL NUMBER OF VALID VOTES CAST	214	224	51	273	210	70	66	189

This determination of official election results was made by the Chief Election Officer on [date and time] and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Marcus Lebler

Chief Election Officer



Form No. 13-6C
The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 Mail Voting, October 15, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

Mayor

Number of valid votes cast: 11

NOLL, Barry

6

BOLT, John

5

(1) Number of ballots received for use (see Note 1)		50
(2) Ballots without objection	11	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	0	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) Number of ballots given to the electors (2+3+4+5+6)	11	
(8) Unused ballots (see Note 2)	38	
(9) Number of ballots not accounted for	1	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		50

Marcus Lebler CEO

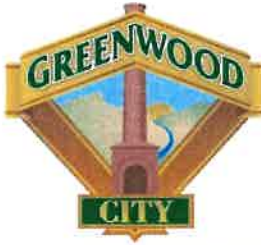
Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Form No. 13-6A

The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 Advance Voting, October 5, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

Mayor

Number of valid votes cast: 130

NOLL, Barry

53

BOLT, John

77

(1) Number of ballots received for use (see Note 1)		150
(2) Ballots without objection	130	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	6	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) Number of ballots given to the electors (2+3+4+5+6)	136	
(8) Unused ballots (see Note 2)	14	
(9) Number of ballots not accounted for	0	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		150

 CEO

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Form No. 13-6B
The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 **General** Voting, October 15, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

Mayor

Number of valid votes cast: 210

NOLL, Barry

98

BOLT, John

112

(1) Number of ballots received for use (see Note 1)		<u>500</u>
(2) Ballots without objection	<u>210</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u>0</u>	
(4) Ballots rejected without objection (including blanks)	<u>5</u>	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	<u>0</u>	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	<u>1</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)		<u>216</u>
(8) Unused ballots (see Note 2)		<u>284</u>
(9) Number of ballots not accounted for		<u>0</u>
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>500</u>

Marcus Lebler CEO

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Form No. 13-6F

The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 Mail Voting, October 15, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

Council

Number of valid votes cast: 40

SHAW, Gerry

NATHORST, Jim

HOPKINS, Carolina

MCLEAN, Jessica

HUISMAN, Clint

STEWART, Gary

GODDARD, Mike

TERAMOTO, Doug

5

8

2

9

6

1

3

6

(1) Number of ballots received for use (see Note 1)

50

(2) Ballots without objection

11

(3) Ballots accepted subject to objection under LGA s.140

0

(4) Ballots rejected without objection (including blanks)

0

(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)

0

(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)

0

(7) Number of ballots given to the electors (2+3+4+5+6)

11

(8) Unused ballots (see Note 2)

38

(9) Number of ballots not accounted for

1

(10) **TOTAL** (7+8+9) No. 1 & No. 10 must agree

50

CEO

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Form No. 13-6D
The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 **Advance** Voting, October 5, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

Council

Number of valid votes cast: **480**

SHAW, Gerry

79

NATHORST, Jim

88

HOPKINS, Carolina

15

MCLEAN, Jessica

98

HUISMAN, Clint

83

STEWART, Gary

29

GODDARD, Mike

22

TERAMOTO, Doug

66

(1) Number of ballots received for use (see Note 1)		150
(2) Ballots without objection	135	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	1	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	0	
(7) Number of ballots given to the electors (2+3+4+5+6)	136	
(8) Unused ballots (see Note 2)	14	
(9) Number of ballots not accounted for	0	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		150

M. Lebler CEO

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

- Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)
- Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



Form No. 13-6E

The City of Greenwood

BALLOT ACCOUNT RECONCILIATION

VOTING PLACE: McArthur Centre Community Hall: 1355 Veteran's Lane

VOTING OPPORTUNITY: 2022 **General** Voting, October 15, 2022

ELECTION OFFICIAL: Marcus Lebler, CEO

CouncilNumber of valid votes cast: **777**

SHAW, Gerry
 NATHORST, Jim
 HOPKINS, Carolina
 MCLEAN, Jessica
 HUISMAN, Clint
 STEWART, Gary
 GODDARD, Mike
 TERAMOTO, Doug

130
128
34
166
121
40
41
117

(1) Number of ballots received for use (see Note 1)		500
(2) Ballots without objection	214	
(3) Ballots accepted subject to objection under LGA s.140	0	
(4) Ballots rejected without objection (including blanks)	1	
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)	0	
(6) Spoiled ballots that were replaced under LGA s.128 (VC s.90)	1	
(7) Number of ballots given to the electors (2+3+4+5+6)	216	
(8) Unused ballots (see Note 2)	284	
(9) Number of ballots not accounted for	0	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		500

Presiding Election Official

THIS FORM MUST BE COMPLETED IN DUPLICATE.

Place one copy in the ballot box and return one copy to the Chief Election Officer.

Note 1: If you have combined ballots from another of the same type of voting opportunity, include the number of ballots that were received for use at that voting opportunity. (LGA s.137 or VC s.99)

Note 2: If you have combined ballots from another of the same type of voting opportunity, include the number of unused ballots from that voting opportunity. (LGA s.137 or VC s.99)



CITY OF GREENWOOD

Council Appointments

Greenwood City Hall – 202 S. Government Ave.
PO Box 129, Greenwood, BC V0H 1J0

Council Representatives

Regional District of Kootenay Boundary Board:

Alternate:

West Kootenay Boundary Regional District Hospital Board:

Alternate:

West Boundary Community Forest:

1 Year Appointments

Board of Trade Liaison:

Senior's Liaison:

Greenwood Volunteer Fire Department:

Heritage Development Organization:

Boundary Citizens on Patrol:

Boundary RCMP Consultive Group:

Parks and Recreation:

Greenwood Community Association:

Greenwood Heritage Society:

Greenwood Public Library:

Public Works Assets:

Accessibility Committee:

Finance:

Council



CITY OF GREENWOOD

2023 Regular Council Meeting Schedule

Greenwood City Hall – 202 S. Government Ave.
PO Box 129, Greenwood, BC V0H 1J0

Monday, January 9, 2023

Monday, January 23, 2023

Monday, February 13, 2023

Monday, February 27, 2023

Monday, March 13, 2023

Monday, March 27, 2023

Tuesday, April 11, 2023

Monday, April 24, 2023

Monday, May 8, 2023

Tuesday, May 23, 2023

Monday, June 12, 2023

Monday, June 26, 2023

Monday, July 10, 2023

SUMMER BREAK

Monday, August 14, 2023

SUMMER BREAK

UBCM – September 18-22, 2023

Monday, September 25, 2023

Tuesday, October 10, 2023

Monday, October 23, 2023

Tuesday, November 14, 2023

Monday, November 27, 2023

Monday, December 11, 2023

CHRISTMAS AND NEW YEAR'S BREAK

City of Greenwood Bylaw No. 997, 2022 – Council Meetings and Procedures

Council Meetings

4. (1) Regular Council Meetings
 - a. Regular meetings of Council are held at City Hall.
 - b. Regular meetings of Council are held on the 2nd and 4th Monday of each month commencing at 7:00 pm.
- (2) Unless Council otherwise determines in advance, when the day fixed for a meeting of the Council falls on a legal holiday that meeting shall be held on the next day following which is not a legal holiday.



CITY OF GREENWOOD

Schedule of Acting Mayor

Greenwood City Hall – 202 S. Government Ave.
PO Box 129, Greenwood, BC V0H 1J0

Councillor Jim Nathorst: November, December, January

Councillor Clint Huisman: February, March, April

Councillor Gerry Shaw: May, June, July

Councillor Jessica McLean: August, September, October

Community Charter – Part 5 – Municipal Government Procedures

Division 1 – Council Roles and Responsibilities

Section 130 Designation of member to act in place of mayor

(1) The council must, in accordance with its applicable procedure bylaw, provide for the designation of a councillor as the member responsible for acting in the place of the mayor when the mayor is absent or otherwise unable to act or when the office of mayor is vacant.

(2) If both the mayor and member designated under subsection (1) are absent from a council meeting, the members present must choose a member to preside.

(3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the mayor in relation to the applicable matter.

City of Greenwood Bylaw No. 997, 2022 – Council Meetings and Procedures

Appointment of Acting Mayor

3. (1) Council shall appoint, annually and otherwise as required, one or more of its members as Acting Mayor and, where more than one member is so appointed, Council shall prescribe the term during which each member shall serve as Acting Mayor.
- (2) Except as provided in Section 7(2), where neither the Mayor nor the current Acting Mayor is available to perform any function of the Mayor, the member, if any, appointed under subsection (1) to next serve as Acting Mayor shall be deemed at the time to be the Acting Mayor.

CORPORATION OF THE CITY OF GREENWOOD
A BYLAW TO REGULATE COUNCIL MEETINGS AND PROCEDURES

CONSOLIDATION OF BYLAWS TO REGULATE COUNCIL MEETINGS AND PROCEDURES

BYLAW NO. 997, 2022

CONSOLIDATED FOR CONVENIENCE ONLY

This is a consolidation of the bylaws below. The amendment bylaws have been combined with the original bylaw for convenience only.

AMENDMENT BYLAW

DATE OF ADOPTION

Bylaw No. 717, 1998	April 27, 1998	
Bylaw No. 738, 2000	January 24, 2000	
Bylaw No. 765, 2002	February 10, 2003	(Repealed Bylaw No. 717, 1998)
Bylaw No. 834, 2010	March 22, 2010	

BYLAW NO. 997, 2022

A BYLAW TO REGULATE COUNCIL MEETINGS AND PROCEDURES IN THE CITY OF GREENWOOD

The Council of the Corporation of the City of Greenwood, in open meeting assembled, enacts as follows:

WHEREAS Section 231 of the Municipal Act requires that Council bylaw regulate Council meetings and their conduct, and provides for regulating the procedures of Council;

AND WHEREAS Section 296 of the Municipal Act requires that Council bylaw provide for the procedure to be followed in passing bylaws;

NOW THEREFORE the Council of the City of Greenwood, in open meeting assembled, ENACTS AS FOLLOWS:

Citation

1. This bylaw may be cited as "Council Procedure Bylaw No. 997, 2022".

Interpretation

2. In this bylaw, unless the context otherwise requires;
 - (a) "Act" means the Municipal Act (R.S.B.C. Chapter 290);
 - (b) "Chair" means the person presiding at a meeting of the Council, of a Committee of the Council, or the person appointed as Chair of a Standing or Select Committee of the Council, as the context requires;
 - (c) "Clerk" means the Clerk of the municipality appointed pursuant to the Act;
 - (d) "Committee" means a committee of the Council other than Committee of the Whole; (e) "Committee of the Whole" means all of the members of Council present at a meeting and sitting in committee;
 - (f) "Council" means the Council of the municipality;
 - (g) "Mayor" includes an Acting Mayor or other member chosen to preside at a meeting of Council in the absence of both the Mayor and Acting Mayor;
 - (h) "member" means a member of the Council and includes the Mayor; and
 - (i) "municipality" means the City of Greenwood; and
 - (j) "Notice Board" means the notice board at City Hall.

Bylaw No. 738, (j)
2000 Amendment

Appointment of Acting Mayor

3.
 - (1) Council shall appoint, annually and otherwise as required, one or more of its members as Acting Mayor and, where more than one member is so appointed, Council shall prescribe the term during which each member shall serve as Acting Mayor.
 - (2) Except as provided in Section 7(2), where neither the Mayor nor the current Acting Mayor is available to perform any function of the Mayor, the member, if any, appointed under subsection (1) to next serve as Acting Mayor shall be deemed at the time to be the Acting Mayor.

Council Meetings

4. (1) Regular Council Meetings

Bylaw No. 738,
2000 Amendment

- a. Regular meetings of Council are held at City Hall.
 - b. Regular meetings of Council are held on the 2nd and 4th Monday of each month commencing at 7:00 pm.
- (2) Unless Council otherwise determines in advance, when the day fixed for a meeting of the Council falls on a legal holiday that meeting shall be held on the next day following which is not a legal holiday.
- (3) Minutes of Council Meetings and Committee Meetings
- (a) Minutes of Council meetings must be kept in accordance with section 236 of the Municipal Act.
 - (b) Minutes of Committee meetings must be kept in accordance with section 237 of the Municipal Act.
 - (c) Section (b) applies to meetings of:
 - i. Select or standing committees of Council; and
 - ii. Any other body composed solely of Council members acting as council members."
- (4) Attendance of Public at Meetings
- (a) Subject to sections 242.2 and 242.5 of the Municipal Act, all Council meetings must be open to the public.
 - (b) Where Council wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with section 242.3 of the Municipal Act.
 - (c) This section applies to meetings of bodies referred to in section 242.7 of the Municipal Act, including, without limitation:
 - i. Select or standing committees of council;
 - ii. The board of variance
- (5) Where Council by resolution determines that the conduct of a person present at any meeting of Council is improper it may order such person to leave the meeting and, in case of refusal to do so, that person may, on the order of the Mayor, be removed therefrom by the police.

Special Council Meetings

5. (1) Notice of Special Council Meeting

Bylaw No. 738,
2000 Amendment

- Except where notice of a special meeting is waived by a unanimous vote of all council members under section 223(3) of the Municipal Act, at least 24 hours before a special meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must:
- (a) Give advance public notice of the time, place and date of the meeting by way of a notice board at City Hall; and
 - (b) Give notice of the special meeting in accordance with section 223 of the Municipal Act.
- (2) Notwithstanding subsection (1), notice of a special meeting may be waived by a unanimous vote at a meeting at which all members are present.
- (3) The Mayor may call a special meeting of the Council and 2 or more members may, in writing, request the Mayor to call a special meeting.

- (4) Where the Mayor, within 24 hours after receiving a request under subsection (3), refuses or neglects to call a special meeting to be held within 7 days after he receives the request, or where the Mayor is absent, 2 or more members may call a special meeting, and they shall sign's notice of the meeting.
- (5) The order of business on the agenda of a special meeting shall include:
 - (a) adoption of the agenda;
 - (b) such specific matters as are to be dealt with at that meeting; and
 - (c) adjournment.
- (6) Any matter which is not on the agenda of a special meeting may not be dealt with at that meeting unless all members are present and agree.

In Camera Special Council Meetings

- 6. (1) If, in the opinion of the Council, the public interest so requires, persons other than members and officers, or persons other than members, may be excluded from a special meeting.
- (2) The following and no other matters may be dealt with at a special meeting of the Council, or a portion thereof, from which members of the public have been excluded under subsection (5):
 - (a) personnel matters, including labor relations, contract negotiations and Council appointments;
 - (b) legal opinions and advice, and matters relating to litigation or potential litigation;
 - (c) matters relating to the proposed acquisition or disposal of real property; and
 - (d) matters relating to the nomination, appointment, or recognition of individual members of the public.
- (3) Council may at any time by resolution determine to make public the decision taken on any matter dealt with at an in camera special Council meeting when, in the opinion of Council, it is then in the public interest to do so. Prior to the adjournment of every in camera special meeting, Council shall consider what decisions (if any) made at that meeting can be made public, and the timing and manner in which such decisions will be made public.
- (4) Except as provided in subsection (3), no member may, either privately or publicly, disclose the content of any discussion or decision at an in camera special Council meeting. A member who discloses the content of any discussion or decision at an in camera special Council meeting contrary to this section shall be deemed to be guilty of improper conduct, and that member may be expelled from the next regular or special meeting of Council under the provisions of section 4.(5) of this bylaw.

Opening Procedures

- 7. (1) As soon after the hour of meeting as there shall be a quorum present, the Mayor shall take the Chair and call the members to order.
- (2) If the Mayor is not in attendance within 15 minutes after the time appointed for a meeting, the Acting Mayor shall take the Chair and call the members to order. If the Acting Mayor is absent, the Clerk shall call the members to order and, if a quorum is present, the members shall appoint an Acting Chair who shall preside during the meeting or until the arrival of the Mayor or Acting Mayor. A member appointed as Acting Chair has all the authority and is subject to the same rules as the Mayor.

- (3) If there is no quorum present within 30 minutes after the time appointed for the meeting, the Clerk shall record in the minutes the names of the members present and the meeting shall stand adjourned until the next day of meeting.

Council Meeting Agendas

8. (1) Prior to each regular and special meeting of the Council the Clerk shall, in consultation with the Mayor, prepare an agenda for the meeting.

- (2) Notice of Regular Council Meetings

Bylaw No. 738,
2000 Amendment

(a) At least 72 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must give public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

(b) At least 24 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must give further public notice of the meeting by:

- i. posting a copy of the agenda on the notice board; and
- ii. leaving copies of the agenda at the reception counter at City Hall for the purpose of making them available to members of the public.

(c) At least 24 hours (or by the close of business the Friday) before a regular meeting of Council, (the person responsible for corporate administration under section 197 of the Municipal Act) must deliver a copy of the agenda to each member of Council at the place to which the Council member has directed notices to be sent.

- (3) The business at all regular meetings of the Council shall proceed in the following order unless otherwise determined by a majority vote of the members present at the meeting:

- (a) Call to Order
- (b) Adoption of the Agenda
- (c) Delegations
- (d) Adoption of Minutes
- (e) Correspondence for Information
- (f) Correspondence for Action
- (g) Committee Reports
- (h) Other reports from Councillors
- (i) Mayor's Report
- (j) Administrator's Report
- (k) Public Works Foreman's Report
- (l) Accounts Payable
- (m) New and Unfinished Business
- (n) Bylaws
- (o) Notices of Motion
- (p) Question Period
- (q) Adjournment.

- (4) At Council's discretion, previous matters for discussion may be included on subsequent Agenda after a period of three months.

Bylaw No. 834,
2010 Amendment

Adjournment

9. Every regular and special meeting of Council shall be adjourned not later than 4 hours after that meeting was called to order unless the members then present determine by a two-thirds majority vote to continue the meeting beyond that hour.

Rules of Conduct

10. (1) Every member shall address himself or herself to the Chair before speaking to any question or motion.
- (2) Members shall address the Mayor as "Your Worship", "Mr. Mayor", or "Madam Mayor" as appropriate, and shall address and refer to other members of Council by their title of "councillor".
- (3) No member shall:
- (a) speak disrespectfully of any person,
 - (b) use offensive language in or against the Council, or against a member;
 - (c) reflect upon any resolution of the Council except for the purpose of moving that such resolution be reconsidered, rescinded, or otherwise dealt with in accordance with the provisions of this bylaw;
 - (d) interrupt a member who is speaking, except to raise a point of order; or
 - (e) disobey the rules of the Council or resist a decision of the Council or the Mayor on questions of order or practice, or interpretation of the rules of the Council.
10. (4) If a member takes an action prohibited in subsection (3), he or she may be ordered by a majority vote of the members to leave his or her seat for that meeting, and if the member refuses to do so, he or she may, on the order of the Mayor, be removed from the meeting by a peace officer.
- (5) If a member referred to in subsection (4) apologizes to the Council, the members may permit the offending member to forthwith resume his or her seat.

Rulings and Appeals

11. The preservation of order at meetings and appeals from rulings on points of order shall be in accordance with the provisions of sections 224, 226 and 227 of the Act.

Voting

12. (1) Voting on questions, resolutions and bylaws shall be conducted in accordance with the provisions of section 225 of the Act, and the required majority in particular matters shall be determined by the applicable sections of the Act.
- (2) A member present when a question is put is expected to vote unless the member considers that he or she is not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter, in which case the member shall declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration required by subsection (2), the member
- (a) shall not take part in the discussion of the matter, and is not entitled to vote on any question in respect of the matter;
 - (b) shall immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
 - (c) shall not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

- (4) When a declaration required by subsection (2) is made,
 - (a) the person recording the minutes of the meeting shall record the member's declaration, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return, and
 - (b) the person presiding at the meeting shall ensure that the member is not present at the meeting at the time of any discussion or vote on the matter.
- (5) Immediately following the vote, the Chair shall state whether each motion is carried or defeated.
- (6) At the request of a member who voted against a motion that is carried, the Clerk shall record the member's opposition to the motion in the minutes, provided the request is made immediately following the vote on the question.
- (7) No vote shall be taken in Council by ballot or any other method of secret voting.

Delegations and Petitions

- Bylaw No. 834,
2010 Amendment
13. (1) Unless otherwise determined by a resolution of the Council, no person or group of persons may appear before the Council unless that person or group has provided written notice of their wish to appear before the Council. Such notice shall be filed with the Clerk not later than 10:00 am. on the third day immediately preceding the day of the meeting at which the delegation wishes to appear. A Saturday, Sunday, or statutory holiday shall not be included in calculating the time limit for filing the notice. The notice shall set out the subject matter to be dealt with, the proposal intended to be made, and the name of the person or persons who will address the Council. Copies of the notice shall be provided to the Council with the agenda for the meeting at which the delegation is to be heard.
 - (2) A delegation shall appoint a speaker or, at the discretion of the Council, more than one speaker, and every delegation shall be allowed 10 minutes to present its petition or submission, however this period may be extended by resolution of the Council.
 - (3) The Council may dispose of the petition or submission at the meeting at which it is received, refer the matter to a committee, or take such other action as it deems expedient. In order to be included on the Regular Council Meeting Agenda, requests to Council must be submitted to the City Office by 12:00 pm on the Wednesday preceding the regularly scheduled meeting. Council will receive requests/ delegations at the Regular Council Meeting, but will defer any decision until the next regularly scheduled meeting. This procedure may be waived at the discretion of Council in urgent situations."
 - (4) A petition presented to the Council shall include the name of each petitioner, and his or her residential address and telephone number. In the case of a corporation, the authority given by the corporation to sign the petition shall be produced with it.

Question Period

14. (1) Immediately prior to the adjournment of every regular meeting of Council questions, but not statements, relating to matters dealt with at that meeting may be directed to Council by members of the public then present. All such questions shall be directed to the Mayor, and will where possible and appropriate be answered by the Mayor or a member designated by the Mayor.
- (2) A maximum period of 15 minutes shall be provided for considering questions from members

Motions

15. (1) Every motion shall be stated or read by the mover, who alone may make introductory remarks thereon.
- (2) When required by the Mayor, a motion shall be in writing and a copy shall be given to the Clerk before such motion shall be open for discussion.
- (3) When a motion has been moved and seconded it shall be deemed to be in possession of the Council and shall be open for consideration, but it may be withdrawn by the mover with the consent of the majority of the members present.
- (4) A motion that has been seconded shall be read by the Clerk before debate if requested by any member, or if considered necessary by the Clerk or the Mayor in order to ensure that the motion has been correctly recorded.
- (5) No member may speak more than twice to the same question without leave of the Council except to explain a material part of his speech which may have been misunderstood, and in doing so the member may not introduce new information.
- (6) A member who has moved a main motion shall be allowed a reply, but not a member who has moved an amendment.
- (7) After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- (8) The decision of the Mayor as to whether the question has been finally put shall be conclusive.
- (9) When a motion is under consideration no other motion shall be received except a motion:
 - (a) to adjourn;
 - (b) to table;
 - (c) to move the previous question;
 - (d) to postpone definitely;
 - (e) to refer;
 - (f) to amend; or
 - (g) to postpone indefinitely.
- (10) A motion to table may not specify a time at which the pending motion is to be further considered by the Council, and the tabled motion
 - (a) may be removed from the table and further considered by adoption of a motion to remove the pending motion from the table, and
 - (b) if not removed from the table as provided in clause (a), the pending motion shall expire upon adjournment of the next regular meeting following that at which it was tabled.
- (11) A motion to postpone definitely shall defer consideration of the pending motion until a later time in the same meeting or until the next regular meeting, but may not defer consideration beyond the adjournment of the next regular meeting.
- (12) A motion to postpone indefinitely removes the pending motion from further consideration without requiring a vote on the pending motion.

- (13) The several motions in subsection (9) shall have precedence in the order in which they are listed, and motions (a), (b), and (c) are neither amendable nor debatable. 27/38
- (14) Amendments to a motion shall be decided upon before the main question is put to a vote, and only one amendment shall be allowed to an amending motion.
- (15) Until it is decided, a motion to refer the subject matter to a Committee shall preclude amendments of the main question.
- (16) A motion to adjourn the meeting or to adjourn the debate shall always be in order, but if such motion is defeated a second motion to the same effect shall not be made until some intermediate business or matter has been disposed of.

16. Notices of Motion

- (1) At any regular meeting of the Council any member may give notice of a motion to be moved at a future meeting of the Council by reading to the Council, at the time of giving such notice, the text of the motion to be so moved, and giving to the Clerk at that time a copy in writing of the said motion.
- (2) Every notice of motion shall specify the meeting at which the motion will be presented, and the Clerk shall include the subject referred to in the notice of motion on the agenda of the meeting specified in the notice.

17. Bylaws

- (1) Every bylaw shall receive 3 separate readings and shall be reconsidered not less than one day after third reading and before adoption.
- (2) Unless otherwise required by the Act, all 3 readings of a bylaw may be given at the same meeting.
- (3) Notwithstanding subsection (1), in accordance with subsection 956(10) of the Act, Council may reconsider and adopt an official community plan bylaw, a zoning bylaw, or an amendment to either at the same meeting at which the bylaw passed third reading.
- (4) The question on the motion for first reading of a bylaw shall be decided without amendment or debate.
- (5) If a motion for first reading of a bylaw is not seconded, or is defeated, the bylaw shall be considered defeated and shall not be brought forward to be considered by Council on a subsequent agenda.
- (6) The title and the intended object only of the bylaw shall be read by the Mayor or Clerk at each reading of the bylaw, unless a majority of the members require that it be read in full.
- (7) At the request of any member, the whole or any part of a bylaw shall be read before the motion for reconsideration and adoption is put.
- (8) Where a bylaw requires the assent of the electors or the approval of the Lieutenant Governor in Council, the minister or the inspector, the assent or approval shall be obtained after the bylaw has been given third reading and before it is reconsidered and adopted.
- (9) A bylaw shall not come into force until it has been given 3 readings and has been adopted by Council.
- (10) One signed and sealed copy of every adopted bylaw, bearing evidence of approval, if any, shall be kept by the Clerk among the records of the Municipality.

Public Hearings

18. (1) Every public hearing shall be advertised in accordance with the requirements of the Act, and shall be scheduled to begin at 6:30 pm on the date of a regular meeting of the Council unless by resolution of Council it is scheduled for another time.
- (2) The first order of business at every public hearing shall be the appointment of a Chairman and Secretary of that public hearing.
- (3) Where a public hearing is required under section 956 of the Act, it shall be held after the second reading and before the third reading of the bylaw.

Committee of the Whole

19. (1) A meeting of the Committee of the Whole may be called by the Mayor at any time.
- (2) The current Acting Mayor shall chair meetings of the Committee of the Whole and report on its proceedings unless the Committee or Council determines otherwise.
- (3) A meeting of the Committee of the Whole during a meeting of Council shall be called by a motion "That Council resolve into Committee of the Whole".
- (4) A meeting of the Committee of the Whole during a Council meeting may be closed by a motion "That the Committee rise and report" if a report is to be made to the Council, or a motion "That the Committee now rise" if no report is to be made by the Committee.
- (5) The rules of the Council shall generally be observed in Committee of the Whole, except that no motion shall require to be seconded, nor shall the number of times a member speaks on any question be limited except as provided in subsection (6)(b).
- (6) (a) A motion in Committee of the Whole to rise without reporting shall always be in order, and shall take precedence over any other motion.
- (b) Debate on a motion under clause (a) shall be allowed, but no member shall speak more than once to the motion and, on an affirmative vote, the subject referred to the Committee shall be deemed to have been considered and disposed of by the Committee.
- (7) When the Committee of the Whole has partly considered a matter it may report progress and ask leave to sit again.

Standing and Select Committees

20. (1) Standing and Select Committees shall be governed by the provisions of sections 241 and 242 of the Act.
- (2) A member may be appointed to a Standing or Select Committee even if that member is absent from the Council meeting at which the appointment is made.
- (3) Where provision has not otherwise been made for the election or appointment of the Chair of any Committee, the Chair shall be named by Council at the time the members of the Committee are appointed.
- (4) A member of the Council may attend the meetings of any of its Committees that the member has not been appointed to, and may take part in any discussion or debate with the permission of a majority of members of the Committee, but that member shall not be allowed to vote.

- (5) The general duties of all the Standing Committees of the Council shall be as follows:
- (a) to consider and report to the Council from time to time, or whenever desired by the Council and as often as the interests of the municipality may require, on all matters referred to it by the Mayor or the Council or coming within its purview, and to recommend such action by the Council in relation to those matters as the Committee deems necessary;
 - (b) to carry out the specific instructions of the Council expressed by resolution in regard to any matter referred by the Council to the Committee for immediate action upon it, and to report its action in detail at the next regular or other meeting of the Council thereafter, as specified in the instructions of the Council; and
 - (c) to carry out the duties and follow the procedure established by policy of the Council.
- (6) A member who introduces a motion upon any subject which may require the appointment of a Select Committee shall be appointed as a member of the Committee.
- (7) A majority of the members appointed to a Standing or Select Committee shall constitute a quorum.
- (8) In the transaction of business all Standing and Select Committees shall adhere as closely as possible to the rules governing proceedings at meetings of the Council.
- (9) A Select Committee shall, upon completion of its assignment, or upon submitting its report to the Council, be automatically dissolved.
- (10) The attendance and examination of witness before any Standing or Select Committee shall be governed by the provisions of section 243 of the Act.
- (11) The standing and select committees of Council do not meet on a regular basis. Committee meetings are held on as needed.
- (12) Notice of Committee Meetings
- At least 24 hours before the committee meeting the person responsible for corporate administration under section 197 of the Municipal Act must give advance public notice of the time, place and date of the meeting by way of a notice posted on the notice board.

Bylaw No. 738,
2000 Amendment

Miscellaneous

- 21. Subject to the provisions of the Act, all points of order not dealt with in this bylaw shall be decided in accordance with the rules contained in the most recent edition of Robert's Rules of Order Newly Revised.
- 22. Where there is a conflict between the provisions of this bylaw and the Act, the provisions of the Act shall apply.
- 23. This bylaw shall not be amended except by a bylaw passed at a regular meeting of Council pursuant to a notice in writing-given and openly announced at an earlier regular meeting.

Repeal

- 24. City of Greenwood Procedure Bylaw 654 is repealed.

Effective Date

- 25. This bylaw shall come into full force and effect upon adoption.

READ a first time this

READ a second time this

READ a third time this

RECONSIDERED AND ADOPTED this

Adopted by Council this ____ day of _____ ,

Mayor

Certified a true copy of Bylaw No. 997, 2022
On the ____ day of _____, 2022.

Corporate Officer

Responsible Conduct Guiding Principles Policy

(The City of Greenwood Members of Council)

ADOPTED by Council Date: April 26th 2021

Policy: The City of Greenwood members, of Council are committed to fostering and achieving high standards of responsible conduct by all members of the City of Greenwood Council.

Purpose:

1. To guide the conduct and set minimum standards as the basis for responsible behavior expected of the City of Greenwood members of Council in fulfilling their roles and responsibilities while providing good governance, for, decision-making, and service delivery.
2. To address some of the ethical issues facing many local governments today, including but not limited to:

Bias: When matters of personal interest include matters dealing with family, friends or business partners and associates.

Breach of Trust: Any act by an elected or appointed official which is in violation of the duties entrusted to them.

Bullying and Harassment: In accordance with the Anti-Bullying and Harassment Policy and relevant legislation.

Confidential Information: Such as information received at a closed meeting or marked “confidential”.

Conflict of Interest: Such as, whether an elected official has a direct or indirect pecuniary interest in a matter under consideration.

Gifts: Such as when a gift or benefit that is connected to an official’s performance is accepted.

Inside Influence: When an elected or appointed official uses his or her office to attempt to influence a decision of the Council.

Outside Influence: When an member of Council uses his or her office in an attempt to influence a decision of any other person or body (e.g., outside the Council)

Role Misunderstanding: A misunderstanding between council and staff regarding the roles and responsibilities of Council and staff, and more specifically about who is responsible and accountable for carrying out specific tasks and duties.

Key Principles:

Integrity: Being honest and demonstrating strong ethical principles.

- ❖ Be truthful, honest and open in all dealings
- ❖ Behave in a manner that promotes public confidence in local government, including actively avoiding any perception of conflicts of interest, improper use of office or unethical conduct.
- ❖ Uphold public interest, serving citizens diligently to make decisions in the best interests of the community.
- ❖ Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community and correcting errors in a timely transparent manner.

Accountability: An obligation and willingness to accept responsibility or to account for one's actions.

- ❖ Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out duties.
- ❖ Ensure information is accessible and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- ❖ Accept and uphold that the council/board is collectively accountable for local government decisions and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council members.
- ❖ Listen to and consider the opinions and needs of the community in all decision making and allow for discourse and feedback.

Respect: Having due regard for others' perspectives, wishes, and rights. Displaying deference (respectful of both tradition and legacy enshrined in Local Government Act positions as well as their intended functions) to local government offices and officers and the role of local government in community decision making.

- ❖ Treat every person, including other members of council, staff and the public, with dignity, understanding and respect.
- ❖ Show consideration at all times for colleagues and staff, including honouring people's values, beliefs, ideas, roles, contributions and needs.
- ❖ Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- ❖ Value the role of diverse perspectives and debate in decision-making.

- ❖ Act in a way that is respectful of the roles and responsibilities of the offices of Mayor and Councillor.
- ❖ In local government considerations and operations, value the municipal roles and responsibilities of local government staff as well as the community and commit to fostering a positive working relationship between staff, the public and members of Council.
- ❖ Call for and expect respect from the community towards members of Council and staff, and their roles and responsibilities within the local government system.

Leadership and Collaboration: An ability to lead, listen to, and positively influence others, coming together to create or meet a common goal through collective efforts.

- ❖ Demonstrate behavior that builds and inspires public trust and confidence in local government.
- ❖ Calmly face challenges and provide considered direction on issues, while empowering colleagues and staff to do the same.
- ❖ Create space for open expression by others, take responsibly for one's own actions and reactions and accept the decisions of the majority.
- ❖ Accept that it is the equal responsibility of the individual council members, the council as a collective, the community and stakeholders to work together to achieve common goals.
- ❖ Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council members and staff, with community members, with other orders of government, in the decisions of council, and in the delivery of services and other activities of the local government).

Procedure: Application of a Code of Conduct (attached)

Statement:

As a member of the City of Greenwood Council, I agree to uphold the Responsible Conduct Guiding Principals Policy as a standard of behavior as adopted by the City of Greenwood members of Council.

I affirm that I have read and I understand the City of Greenwood's Responsible Conduct guiding principals Policy

Printed Name: _____

Signature: _____

Corporate Administration Officer: _____

Date: _____

Code of Conduct:

1. Act in the Public Interest

1.1 Recognizing that the Council strives to maintain and enhance the quality of life for all the City of Greenwood residents, through professional, effective, responsive and responsible governance, elected and appointed representatives will conduct the City of Greenwood's business with integrity in a fair, honest and open manner.

2. Comply with the Law

2.1 Members of Council shall comply with all applicable federal, provincial and local laws in the performance of their public duties.

3. General Conduct

3.1 The conduct of Council members in the performance of their duties and responsibilities with the Council must be reasonable, fair, open and honest.

3.2 Members of Council have an obligation to consider issues consistently and impartially.

3.3 Members of Council will treat one another, staff and the public with dignity and respect. They must also refrain from behavior that is an abuse of power or otherwise amounts to discrimination, harassment, personal threats, intimidating or demeaning behaviour, or verbal attacks upon the character, professionalism or motives of others.

3.4 When making decisions, members of Council must consider all relevant facts, opinions and analysis of which they should be reasonably aware.

4. Respect for Process

4.1 All duties must be performed in accordance with the procedures and rules of order established by the City of Greenwood bylaws and policies, which govern the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City of Greenwood Council. Members of committees shall be aware of the mandate of their respective committee and act in accordance with it.

5. Conduct of Public Meetings

5.1 Members of Council shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. During meetings, cell phones should be turned off, kept on silent or vibrate. Meeting attendees shall not interrupt other speakers, make personal comments or comments not relevant to the business of the meeting, or otherwise disturb a meeting.

6. Communication, Interactions with Public and Media

6.1 Members of Council will accurately communicate the decisions of the Council, even if they disagree with the majority decision of the Council and will refrain from making disparaging comments about other members of Council or the Council's decision itself.

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

7. E-Mail Best Practices

7.1 The Council strives to convey a professional image of the organization at all times, and will work to ensure that all forms of communication from Council meet specific standards of professionalism, graphic standards, plain language and other best practices in organizational communication.

7.2 The City of Greenwood members of Council will attempt to use e-mail best practices as set out in this document when communicating with customers, clients, or any third party on behalf of the organization via e-mail.

7.3 The City of Greenwood members of Council are expected to ensure that all electronic communications relating to the City of Greenwood business are consistently professional.

7.4 Proof-read e-mails before sending. Use a spell-checker and grammar-checker to ensure that the message is free of mechanical and grammatical errors. In the case of very important e-mails, consider having a colleague proofread a draft before the e-mail is sent. Poor writing can tarnish the Council's reputation and credibility.

7.5 Ensure the accuracy of e-mail content. Consult the appropriate authoritative source to verify that what you are writing is correct before you hit "send."

7.6 Use appropriate language and a professional tone in e-mail messages. It is often very difficult to determine when a person is using humour, sarcasm, or irony in an e-mail. Please note that e-mails that include humour, sarcasm or irony may be misunderstood and should be avoided.

7.7 Avoid using all capital letters. Messages typed in ALL CAPITALS are the e-mail equivalent of yelling, and may be taken as offensive.

7.8 Keep messages short, simple, clear and concise.

7.9 Remember that when you send an e-mail, that e-mail becomes part of a permanent electronic record. Whatever is written in your e-mail, including content and form, will be on the public record until deleted. And is subject to the Freedom of Information Legislation.

7.10 While it's common to use short-hand for personal notes, it is unacceptable for business communication. Standard abbreviations (including: e.g., Mrs., Mr., etc.) will continue to be acceptable, however, the use of excessive or colloquial abbreviations (LOL, ROFL, TTYL, BRB, etc.) is unacceptable.

7.11 Ensure that all messages are sent only to the intended recipients. Avoid sending messages to parties that are not directly affected by the contents of the message.

7.12 Ensure that all messages include a completed, appropriate and accurate Subject line and a signature.

7.13 E-mails that contain financial information (Quotes, costs, etc.) must be checked for accuracy.

7.14 Under no circumstances should the City of Greenwood confidential business information be sent out to any third-party using e-mail, without prior written authorization from the Council.

7.15 Archive all messages that are older than 3 months.

7.16 Outgoing e-mails shall include a signature block indicating the sender's name, title and contact information and follow the City of Greenwood graphic standards. The sender shall be responsible for ensuring that paper copies of e-mail strings are kept where circumstances warrant.

8. Decisions Based on Merit

8.1 Members of Council shall base their decisions on merits and substance of a matter at hand, rather than on unrelated circumstances and information.

9. Conflict of Interest

9.1 Members of Council shall be aware of their responsibilities under the Community Charter and Local Government Act and shall fulfill the requirements of conflict-of-interest provisions set out in the Community Charter. It is expected members of Council will make decisions that benefit the City of Greenwood. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or business interests.

9.2 Members of Council must fully disclose to the Council and the Chief Administrative Officer any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.

9.3 Any conflict or incompatibility between personal interests and the impartial performance of public or professional duties must be resolved appropriately and in accordance with statutory requirements.

9.5 Confidential information gained through official positions must not be used for securing a private benefit for the official and or anyone else.

9.6 Members of Council must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

10. Gifts and Personal Benefits/Favours

10.1 Members of Council must not, directly or indirectly accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the City of Greenwood, and never accept a gift of cash. Members of Council must ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to challenge this policy or to influence or secure a favour from the Community Charter and Local Government Act.

11. Confidential Information

11.1 Members of Council shall be aware of their responsibilities under the Community Charter the which sets out legislation and requirements with respect to Duty, to Respect Confidentiality and which all members of Council shall fulfill. Any collection, use and disclosure of personal and or private business information must be managed in accordance with the Freedom of Information and Protection of Privacy Act and for the purpose for which it is intended to be used.

11.2 Members of Council shall respect the confidentiality of information concerning property, personnel or legal affairs of the City of Greenwood and of information provided by a third party to the City of Greenwood on a confidential basis. The confidentiality of information concerning property, personnel, the City of Greenwood legal affairs or information provided by a third party to

the City of Greenwood on a confidential basis, must be respected and must not be disclosed without authorization, nor used to advance personal, financial or other private interests.

11.3 Members of Council shall not disclose or release to anyone, confidential information acquired by virtue of their office in either oral, electronic or written form except when required by law or authorized by the Council to do so.

11.4 The deliberations and decisions made in a closed meeting must not be released to the public until the Council approves, by resolution, that this information be released to the public.

11.5 Except in the normal course of duties, members of Council must not in any way change or alter the City of Greenwood's records or documents.

12. Use of Public Resources

12.1 Members of Council are not entitled to use public resources, which are not available to the overall public such as equipment, supplies or facilities or other private property other than for the discharge of their duly authorized duties dealing with the City of Greenwood business and in no case for private or personal gain, convenience or profit.

13. Political Activity

13.1 Members of Council must not undertake campaign related activities on Greenwood property and must not use any City of Greenwood property or staff for campaign work including, the City of Greenwood's, photocopiers, computers, and email lists etc.

14. Interactions with Members, Staff and Advisory Bodies

14.1 Members of Council must act in accordance with Councils, Procedure Bylaw and the conduct guidelines outlined in this document.

14.2 Members of Council must not direct or influence, or attempt to direct or influence any staff or advisory body member in the exercise of their duties or functions and are not to contact or issue instructions to any of the City of Greenwood's, contractors, tenderers, consultants or other service providers.

14.3 Members of Council must not make public statements attacking or reflecting negatively on the City of Greenwood staff or invoke staff matters for political purposes.

15. Implementation

15.1 The City of Greenwood's Guiding Principles for Responsible Conduct Policy and the code of conduct procedure will be provided to candidates running in the City of Greenwood elections.

Candidates elected to the City of Greenwood Council or individuals appointed to the Regional District Kootenay Boundary Board as municipal Directors and those appointed as Alternate Directors, as well as individuals appointed to other City of Greenwood bodies, committees and commissions will be requested to sign the Policy affirming they have read and understand the City of Greenwood Responsible Conduct of Conduct. The Policy and code of conduct procedure will be reviewed at orientation sessions for new and returning elected and appointed officials following each election or by-election.

16. Compliance and Enforcement

16.1 All members of Council are to abide by the requirements of the Community Charter and Local Government Act, and the Guiding Principles for Responsible Conduct Policy and shall endeavor to resolve disputes in good faith recognizing that interpersonal malice and rancor do not facilitate good governance.

16.2 The Council may impose sanctions, such as motion of censure or rescinding the appointment to a committee on those whose conduct does not comply with the City of Greenwood's policies or for breaching its code of conduct procedure.

16.3 To ensure procedural and administrative fairness, members who are accused of violating any provision of the Code of Conduct 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 and (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.

16.4 The complaints are to be submitted to the Chief Administrator Officer, who shall retain all reports or other written and electronic records pertaining to the complaint.

17. Impact on Council Decisions

17.1 A violation of this Responsibility Conduct Guiding Principles Policy shall not be considered a basis for challenging the validity of a Council decision.