

**THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH**

BY-LAW NUMBER 018-19

**BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR
MEMBERS OF COUNCIL OF THE TOWNSHIP OF WELLINGTON
NORTH.**

WHEREAS Council of the Corporation of the Township of Wellington North
deems it expedient to establish a Code of Conduct for Council;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF WELLINGTON NORTH ENACTS AS FOLLOWS:**

1. That the Council of the Township of Wellington North does hereby adopt
the Code of Conduct, attached hereto as Schedule "A".
2. That Schedule "A" forms part of this by-law.
3. That this by-law shall come into force on and take effect upon its final
passing.
4. That By-law 54-14 be repealed.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS
27TH DAY OF FEBRUARY, 2019.**



ANDREW LENNOX, MAYOR



KARREN WALLACE, CLERK



7490 Sideroad 7 W, PO Box 125,
Kenilworth, ON N0G 2E0

www.wellington-north.com

519.848.3620

1.866.848.3620 FAX 519.848.3228

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COUNCIL/LOCAL BOARD MEMBER CODE OF CONDUCT POLICY

DEPARTMENT	COUNCIL	POLICY NUMBER	
EFFECTIVE DATE		LEGISLATIVE AUTHORITY	Section 223.2 Municipal Act
APPROVED BY:	By-law		

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POLICY STATEMENT

This policy provides the rules of conduct for Council and Local Board members to ensure that the Township of Wellington North's affairs are governed in an accountable and transparent manner.

PURPOSE

To ensure Council and Local Board members understand:

- They are to be independent, impartial and responsible to the people;
- There are open and proper channels for decision making and approval of policies;
- Conflicts between private interests and public responsibilities must be avoided, and;
- Transparency and accountability is imperative

SCOPE

In accordance with Section 223.2 of the *Municipal Act, 2001*, this policy applies to all Council and Local Board members.

RESPONSIBILITIES

1. Council and Local Board members shall
 - a) Adhere to the Procedure By-law;

- b) Fairly represent the diversity of community views in developing an overall strategy for the future of the Township;
- c) Achieve sound financial management, planning and accountability, and;
- d) Be cognizant of the statutory obligations imposed on Council as a whole, as well as each individual Member of Council;
- e) Sign a letter of acknowledge of receipt and understanding of this policy, the form of which is set out as Schedule A to this policy.

CONFIDENTIALITY

2. In their decision making process, Council and Local Board members are privy to information which may be confidential. It is expected that Members of Council and Local Boards shall :
 - a) Use confidential information appropriately, so as not to be used to their personal advantage or cause detriment or benefit to others;
 - b) Respect the status of confidential (personnel, legal, property acquisition, etc.) information;
 - c) Understand they are entitled to the same access rights to municipal information as any other member of the community, unless it is specifically relevant to a matter before Council;
 - d) Keep confidential any information disclosed or discussed at a meeting of Council or Local Board, or part of a meeting of Council or Committee, that was closed to the public;
 - e) Keep confidential any information that is circulated to members of Council/ Local Board that is marked "Confidential", or received in confidence verbally in preparation for the Closed meeting;
 - f) Keep information confidential even if the member ceases to be a Member of Council, and;
 - g) Only release information according to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), as amended from time to time.

COMMUNICATIONS AND MEDIA RELATIONS

3. Members of Council and Local Boards will accurately and adequately communicate the attitudes and decisions of Council and Local Boards, even if they disagree with a majority decision so that:
 - a) There is respect for the decision making processes and;
 - b) Information concerning adopted policies, procedures and decisions is conveyed openly and accurately.

RELATIONSHIPS WITH STAFF AND OTHER MEMBERS OF COUNCIL

4. Members of Council and Local Boards shall:
 - a. Acknowledge that only Council or Local Boards as a whole has the capacity to direct staff members to carry out specific tasks or functions;
 - b. Refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others,
 - c. Refrain from publicly criticizing individual members of staff and/or Members of Council or Local Boards in a way that casts aspersions on their professional competence and credibility; AND
 - d. Recognize that certain members of staff are statutory officers and have specific statutory duties, authorities, powers and responsibilities with which Council and Local Board members shall not interfere.

GIFTS, HOSPITALITY AND OTHER BENEFITS

- 5.1 Members of Council and Local Boards shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.
- 5.2 Members of Council and Local Boards are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business acquaintances, that is connected directly or indirectly with the

performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, "special consideration".

5.3 Members of Council and Local Boards are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Township.

5.4 The above policy does not preclude Members of Council or Local Boards from accepting:

5.4.1 The stipend paid to each Member intended to fully remunerate members for service to the Corporation or Local Board;

5.4.2 A stipend from a board or commission that the member serves on as a result of an appointment by Council;

5.4.3 Reimbursement of reasonable expenses incurred in the performance of office;

5.4.4 Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;

5.4.5 Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Township at an event;

5.4.6 Food and beverages at meetings, banquets, receptions, ceremonies or similar events;

5.4.7 Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;

5.4.8 Gifts of a nominal value that are received as an incident or protocol or social obligation that normally and reasonably accompany the responsibility of the office, and;

5.4.9 Political contributions that are otherwise offered, accepted and reported in accordance with applicable law.

5.5 Where it is not possible to decline unauthorized gifts, hospitality or other benefit. Members of Council and Local Boards shall report the matter to the Chief Administrative Officer (CAO). The CAO may require that the gift be retained by the Township or be disposed of for charitable purposes.

USE OF PROPERTY

6. Members of Council and Local Boards will only use municipal property, equipment, supplies or services of consequence, for activities connected with the discharge or official duties or associated community activities having the sanction of Council or Local Board.

TRANSPARENCY AND OPENNESS IN DECISION MAKING

7. Members of Council and Local Boards will endeavour to:

- a) Conduct and convey business in an open and public manner (other than subject matters being considered in a Closed meeting), so that residents and ratepayers are aware as to how conclusions or decisions are reached.

ENFORCEMENT

8. The Integrity Commissioner as appointed by By-law shall investigate the application of the Council and Local Board Member Code of Conduct Policy on written complaint directed to the Director of Legislative Services/Clerk. The Director of Legislative Services/Clerk shall make a determination as to whether the matter falls under the jurisdiction of the Integrity Commissioner before forwarding a complaint. The Complaint process is set out as Schedule B to this policy.

SCHEDULE A



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CONFIRMATION OF UNDERSTANDING

**TOWNSHIP OF WELLINGTON NORTH
COUNCIL AND LOCAL BOARD MEMBERS CODE OF CONDUCT**

I have received a copy of the Township of Wellington North Council and Local Board Members Code of Conduct and have read the document carefully.

I understand all of the terms and agree to abide by them.

I understand that if I violate the Code of Conduct, I may be subject to an Integrity Commissioner investigation.

Council Local Board Member Signature

Date

Council Member Local Board Member
Name (please print)

Witness

OFFICE USE ONLY

COMPLAINT # _____

RECEIVED BY _____ DATE _____

FORWARDED TO _____ DATE _____

Acknowledgement Letter
Date sent: _____
Staff name: _____

Additional correspondence
Date sent: _____
Staff name: _____

ACTION TAKEN

Director of Legislative Services/Clerk determines matter is under jurisdiction of I.C.
Date Sent: _____
Staff Name: _____

Director of Legislative Services/Clerk forwards formal written complaint to I.C.
Date sent: _____
Staff name: _____

Final Decision by I.C.
Date sent: _____
Staff name: _____

***Thank you for taking the time to express your concern(s).
If you have any questions about this process, please contact the
Clerk 519-848-3620 ex 4227 or kwallace@wellington-north.com***