CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE MEMBERS

Department:	Clerk
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POLICY STATEMENT

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

PURPOSE

To ensure Council, Local Board, Committee and Advisory Committee 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, Local Board, Committee and Advisory Committee members.

RESPONSIBILITIES

1. Council, Local Board, Committee and Advisory Committee 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) Members shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature, and 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, Local Board, Committee and Advisory Committee members are privy to information which may be confidential. It is expected that members of Council, Local Board, Committee and Advisory Committees 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, Local Board, Committee and Advisory Committee;
   d) Keep confidential any information disclosed or discussed at a meeting or part of a meeting of Council, Local Board, Committee and Advisory Committee, that was closed to the public;
   e) Keep confidential any information that is circulated to members of Council, Local Board, Committee and Advisory Committee 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, 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

3.1 Members of Council, Local Board, Committee and Advisory Committee shall not communicate with any outside agency on policy issues including

the media, Ministers of Federal/Provincial Governments or with MP's and MPP's without receiving Council approval.

3.1.1 Despite Subsection 3.1, advertising or invitations for events, activities and fundraisers and general activities of a Council Local Board, Committee and Advisory Committee is permitted.

3.2 Members of Council, Local Board, Committee and Advisory Committee will accurately and adequately communicate the attitudes and decisions of Council, Local Board, Committee and Advisory Committees, even if they disagree with a majority decision so:

a. There is respect for the decision making processes
b. Information concerning adopted policies, procedures and decisions is conveyed openly and accurately.

RELATIONSHIPS WITH STAFF AND OTHER MEMBERS OF COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE

4 Members of Council, Local Board, Committee and Advisory Committees shall:

a. Acknowledge that only Council, Local Boards, Committee and Advisory Committees 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 Local Boards, Committee and Advisory Committees 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, Local Board, Committee and Advisory Committee members shall not interfere.

GIFTS, HOSPITALITY AND OTHER BENEFITS

5.1 Members of Council, Local Board, Committee and Advisory Committees 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, Local Board, Committee and Advisory Committees 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, Local Board, Committee and Advisory Committees 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, Local Boards, Committee and Advisory Committees from accepting:

5.4.1 The stipend paid to each member intended to fully remunerate members for service to the Corporation, Local Boards, Committee and Advisory Committees;

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, Local Board, Committee and Advisory Committees 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, Local Board, Committee and Advisory Committees 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, Local Boards, Committee and Advisory Committees.

TRANSPARENCY AND OPENNESS IN DECISION MAKING

7. Members of Council, Local Board, Committee and Advisory Committees 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.

IMPROPER USE OF INFLUENCE

8. No Member of Council Local Board, Committee and Advisory Committee shall use the influence of his or her office for any purpose other than the performance of the member's responsibilities as a member, and other official duties.

ENFORCEMENT

9. The Integrity Commissioner Complaints must be made in writing and signed by an identifiable individual. The identity of the complainant will be protected. Complaints shall be submitted directly to the Integrity Commissioner at:

Principles Integrity
30 Haddon Street, Toronto, ON M5M 3M9
Attention: Jeffrey A. Abrams and Janice Atwood-Petkovski
Tel No.: 647-259-8697
Email: postoffice@principlesintegrity.org

SCHEDULE A

CONFIRMATION OF UNDERSTANDING

TOWNSHIP OF WELLINGTON NORTH
COUNCIL, LOCAL BOARD, COMMITTEE AND ADVISORY COMMITTEE MEMBERS CODE OF CONDUCT

I have received a copy of the Township of Wellington North Council, Local Board, Committee and Advisory Committee 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.

_____ _____

Member Signature Date

_____

Council, Committee or Local Board