

THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE

BY-LAW 11-51

Being a By-law to establish a Code of Conduct for Members of Council of the Municipality of Greenstone

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operations and of its local boards and their operations; and

WHEREAS Section 223.2(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes municipalities to establish codes of conduct for members of the council of the municipality and of local boards of the municipality; and

WHEREAS Section 223.4 (5) of the Municipal Act 2001, S.O. 2001, c.25, as amended, authorizes penalties for a contravention of the code of conduct; and

WHEREAS Council of the Corporation of the Town of Petrolia deems it expedient to establish a Code of Conduct for Council;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF GREENSTONE ENACTS AS FOLLOWS:

1. THAT this Council does hereby adopt the Code of Conduct, attached hereto as Schedule "A".
2. THAT Schedule "A" forms part of this By-law.
3. This By-law shall come into force and take effect upon passing.

PASSED and **ENACTED** this 14th day of November 2011.

*Original Signed by A. Giguere
Resolution 11-271*

Renald Y. Beaulieu, Mayor

*Original Signed by E. Slomke
November 14, 2011*

Elizabeth Slomke, Clerk

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GREENSTONE

Schedule 'A'
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CODE OF CONDUCT
for
Members of Council

Schedule 'A'
to By-law 11-51

PREAMBLE

Improving the quality of public administration can be achieved by encouraging high standards of conduct on the part of all members of Council. In particular, the public is entitled to expect the highest standards of conduct from the members that it elects. Adherence to these standards will protect and maintain the Municipality's reputation and integrity.

The key statements of principle that underline the *Code of Conduct* are as follows:

Members of Council shall serve and be seen to serve their constituents in a conscientious and diligent manner.

Members of Council should be committed to performing their functions with integrity and to avoid the improper use of the influence of their office.

Members of Council are expected to perform their duties in office and arrange their private affairs in a manner that promotes public confidence.

Members of Council shall seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Municipality and the Federal and Provincial Governments.

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
I. STATUTORY PROVISIONS REGULATING CONDUCT	4
II. APPLICATION	4
III. DEFINITIONS	4
IV. GIFTS AND BENEFITS	5
V. CONFIDENTIAL INFORMATION	5
VI. CONDUCT AT COUNCIL	6
VII. CONDUCT RESPECTING STAFF	6
VIII. DISCREDITABLE CONDUCT	6
IX. COMMUNICATIONS AND MEDIA RELATIONS	7
X. CODE OF CONDUCT COMPLAINT PROTOCOL	7

I. STATUTORY PROVISIONS REGULATING CONDUCT

This *Code of Conduct* is a supplement to the existing statutes governing the conduct of members which include:

- The Municipal Act*
- The Conflict of Interest Act*
- The Municipal Elections Act; and*
- The Municipal Freedom of Information and Protection of Privacy Act.*

In addition, the Procedural By-Law regulates the conduct of Council members.

II. APPLICATION

This *Code of Conduct* applies to all members of Council.

III. DEFINITIONS

In the *Code of Conduct* the terms “child”, “parent”, and “spouse” have the same meanings as in the *Municipal Conflict of Interest Act*.

IV. GIFTS AND BENEFITS

No member shall accept a fee, gift or personal benefit that is connected directly or indirectly with the performance of their duties of office, unless permitted by exceptions listed below:

- (a) compensation authorized by law;
- (b) gifts that accompany the responsibilities of office and are received as a social obligation;
- (c) services by persons volunteering their time;
- (d) food and beverage provided at meetings, receptions, etc;
- (e) municipal newspapers or subscriptions

In the case of item (b), if the value exceeds \$300.00 during a calendar year the member will, within 30 days, file a disclosure statement with the clerk. The disclosure statement will be a public document.

V. CONFIDENTIAL INFORMATION

Any information under the requirements of the *Municipal Freedom of Information and Privacy Act*.

For the purposes of the Code of Conduct “confidential information” also includes information that concerns personnel, labour relations, litigation, property acquisitions, the security of property of the Municipality.

No member shall disclose confidential information for personal or private gain, or for the gain of relatives or any corporation.

A matter discussed at an in-camera (closed) meeting remains confidential until discussed by Council in an open meeting.

VI. CONDUCT AT COUNCIL

Members shall conduct themselves with decorum at Council in accordance with the provisions of the Procedural Bylaw.

Members shall respect each other at all times including the opinions, ideas and comments of other members.

VII. CONDUCT RESPECTING STAFF

Staff serves the Council as a whole.

Members shall be respectful of the role of staff to advise Council based on neutrality and objectivity. All members shall show respect for the professional capacities of the staff of the municipality.

No member shall maliciously or falsely injure the professional or ethical reputation of the staff.

Council members shall acknowledge that only Council as a whole has the authority to direct staff to carry out specific tasks or functions.

VIII. DISCREDITABLE CONDUCT

All members of Council has the duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

IX. COMMUNICAIONS AND MEDIA RELATIONS

Members of Council will accurately and adequately communicate the attitudes and decisions of Greenstone Council, even if they disagree with a majority decision of Council so that;

- There is respect for the decision-making processes of Council.
- Official information related to decisions and resolutions made by Council will normally be communicated in the first instance to the community and the media in an official capacity by the Mayor or designate.
- Information concerning adopted policies, procedures and decisions of the Council is conveyed openly and accurately.
- Confidential information will not be communicated.

X. CODE OF CONDUCT COMPLAINT PROTOCOL

Anyone that believes they have witnessed behavior by a member of Council that contravenes the *Code of Conduct* may wish to address the prohibited behavior himself or herself as follows:

1. Advise the member of Council that their behaviour contravenes the Code of Conduct.
2. Encourage the member to stop the behaviour.