 **SCHEDULE “A” TO BY-LAW NO 72-2013**

**TOWNSHIP OF NORTH HURON**

**CODE OF CONDUCT FOR MEMBERS OF COUNCIL**

**1. Code of Conduct.**

Members shall conduct themselves according to the Code of Conduct.

**2. Preamble**

A written Code of Conduct helps to ensure that the Members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the Members must operate. These standards should serve to enhance public confidence that Council’s elected representatives operate from a base of integrity, justice and courtesy.

**3. General**

The Township of North Huron Council Code of Conduct is a general standard that augments the provincial laws and municipal by-laws that govern their conduct. It is not intended to replace personal ethics.

All Members shall serve their constituents in a conscientious and diligent manner. No Member shall use the influence of office for any purpose other than the exercise of his or her official duties.

**4. Conflict of Interest**

Every Member of Council shall have regard to the provisions contained in the *Municipal Conflict of Interest Act, R.S.O 1990*.

**5. Gifts and Benefits**

Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties as Township Councillors, except compensation authorized by law.

This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of $50.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than $50.00 shall be the property of the Municipality.

No Member shall seek or obtain by reason of his or her office any personal privilege or advantage with respect to Township services not otherwise available to the general public and not consequent to his or her official duties.

**6. Confidentiality**

Every Member of Council must hold in strict confidence all information of a confidential nature acquired in the course of his or her term with the Township.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Conduct:

* to use confidential information which Members have access by reason of their position to further personal interests or interests of others;
* to disclose to unauthorized persons information marked confidential to which the Member of Council has access by reason of his/her position as a Member of Council with the Township;
* the obligation to keep information confidential is a continuing obligation even after the Member ceases to be a Member of Council;
* a Member shall keep confidential any information discussed in closed session until Council directs that the information can be made public.

**7. Public Comment**

Every Member of Council shall have the right to publicly express his/her personal opinions on matters of political controversy or on existing or proposed municipal policy or administration, provided that such comment shall be respectful of the opinions of Council. Information provided by Members of Council representing Council decisions or business shall be provided accurately and be a fair representation of facts.

**8. Communications and Media Relations**

Members of Council will accurately and adequately communicate the attitudes and decisions of Council, even if they disagree with a majority decision of Council, so that there is respect for the decision making process of Council.

Official information related to decisions and resolutions made by Council should be communicated in the first instance to the community and the media in an official capacity by the Reeve and/or his designate.

**9. Use of Township Property**

Members of Council will only use Township property, equipment, supplies or services of consequence, for activities connected with the discharge of official duties or associated municipal activities having the sanction of Council.

No Member shall obtain financial gain from the use of Township developed intellectual property, computer programs, technological innovations, or other patentable items, while an elected official or thereafter. All such property remains the exclusive property of the Township of North Huron.

No Member shall use information gained in the execution of his or her duties that is not available to the general public, for any purposes other than his or her official duties.

**10. Work of a Political Nature**

No Member shall use Township facilities, services, or property for his or her re-election campaign.

No Member shall use the services of Township employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Township.

**11. Conduct at Meetings**

During Council, Committee, Board or any other meetings, Members shall conduct themselves with decorum and in accordance with the Township’s Proceedings of Council By-law.

Respect for delegations and fellow Members and staff requires that all Members show courtesy and not distract from the business of the Council or Committee during presentations and when other Members have the floor.

A Member shall be truthful and honest in all comments made.

**12. Representing the Township**

Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.

**13. Influence on Staff**

Members shall be respectful of the fact that staff work for the Township as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Member or group of Members of Council.

Members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality, and are required to do so without any undue influence from any individual Member or group of Members of Council.

Members shall refrain from publicly criticizing staff, in a way that casts aspersion on their professional competency and credibility.

**14. Business Relations**

No Member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

**15. Acting as a Paid Agent**

No Member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Township.

**16. Encouragement and Respect for Township**

Members shall encourage public respect for the Township and its by-laws.

**17. Harassment**

Harassment of another Member, staff or any Member of the public is misconduct. Harassment may be defined as any behaviour by any person that is directed at, or is offensive to, another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status and any other grounds under the provisions of the Ontario Human Rights Code.

**18. Clarification**

Members of Council seeking clarification of any part of this Code of Conduct should consult with the Township CAO/Clerk.

**19. Effective Date**

This by-law shall take effect on

**20. Alleged Breaches of the Code of Conduct**

If a breach of the Code of Conduct is alleged the complaint shall be lodged with the CAO/Clerk in the form of an affidavit. The CAO/Clerk shall report the nature of the complaint to Council and Council shall appoint a person to act as an Integrity Commissioner to investigate the alleged breach. The CAO/Clerk will keep an updated list of individuals who are willing to serve as an Integrity Commissioner.

Resolution: 564/13

 **TOWNSHIP OF NORTH HURON**

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**ACKNOWLEDGEMENT OF RECEIPT OF POLICY BY MEMBERS**

Pursuant to the Municipal Act, S.O, 2001 as amended, which provides municipalities with the authority to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal matters; the Corporation of the Township of North Huron passed By-law No. 72-2013 on December 2, 2013, which adopted this document, being the “Township of North Huron - Code of Conduct for Members of Council”.

The undersigned Member of Council hereby acknowledges receipt of the Code of Conduct for Members of Council.

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Signature of Member of Council Date

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Printed Name

**Note:** The Member of Council acknowledges that two copies of the Code of Conduct

for Members of Council were provided to the Member. One signed copy of the

Code of Conduct was returned to the CAO/Clerk and the duplicate copy was

retained by the Member of Council.