

VILLAGE OF INNISFREE

Code of Conduct for Members of Council And Council Committees

The Village of Innisfree requires that its Members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall at all times seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for Members of Council and Committees.

1. Conduct

1.1 Foster Respect for Decision-making Process

All Members shall accurately and adequately communicate the attitudes and decisions of Council or Committee, even if they disagree with the decision, such that respect for the decision making process is fostered.

All members shall share their concerns and communicate concerns amongst the presence of the entire Council or Committee body.

1.2 Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all information concerning matters dealt with at *in-camera* meetings. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the *in-camera* deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the *Freedom of Information and Protection of Privacy Act*.

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a Member) that is not in the public domain, including emails and correspondence from other Members or third parties such that it may cause detriment to themselves or others.

1.3 Release of Information to Public and Media

Members acknowledge that official information related to decisions and resolutions of Council or Committee will normally be communicated to the public and media by the Mayor as Head of Council, or Chair of the Committee, or by the Village of Innisfree Chief Administrative Officer.

1.4 Acceptance of Gifts Prohibited

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance of duties of office.

Members are not precluded from accepting:

- 1.4.1. personal gifts, benefits rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- 1.4.2. political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- 1.4.3. food and beverages at banquets, receptions, ceremonies or similar events;
- 1.4.4. services provided without compensation by persons volunteering their time;
- 1.4.5. food, lodging, transportation and entertainment provided by other levels of governments or by other local government boards or commissions;
- 1.4.6 a reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with relevant Village of Innisfree policy;
- 1.4.7. token gifts such as souvenirs, mementoes and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event; and
- 1.4.8 gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation of why the gifts or benefits cannot be accepted.

1.5 Engaging in Incompatible Behavior Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Without limiting the generality of the foregoing, Members *shall not*:

- 1.5.1 use any influence of office for any purpose other than official duties;
- 1.5.2 solicit, demand, or accept the services of any municipal employee, or individual providing services on a contract for services, for re-election or re-appointment purposes;
- 1.5.3 use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- 1.5.4 place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- 1.5.5 give preferential treatment to any person or organization in which a Member has a financial interest;
- 1.5.6 influence any Administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a Member has a financial interest;
- 1.5.7 use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

1.6 Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the Member is aware.

1.7 Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members, municipal employees, individuals providing services on a contract for service, students on placements and the public with dignity, understanding and respect for the right of equality and the right to an environment that is safe and free from harassment and discrimination.

1.8 Not to Discriminate

In accordance with the *Human Rights Code*, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offenses, marital status, same sex partnership status, family status or disability. Age, disability, family status, record of offenses and same sex partnership status shall be defined in the *Human Rights Code*.

1.9 Not to Engage in Harassment

In accordance with the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will follow and abide by the Code of Conduct in good faith.

Member's Name (please print)

Members Signature

Witness Name (please print)

Witness Signature

Dated: _____