



THE CORPORATION OF THE TOWNSHIP OF TAY APPROVED COUNCIL POLICIES MANUAL

**SUBJECT: Administration
Code of Conduct
Citizen Appointees
Boards & Committees**

**EFFECTIVE DATE:
December 1, 2014**

REVISION DATE:

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Overview

This Code of Conduct serves as a guide to citizen appointees in the conduct of their duties. In representing the Township, you are required to maintain a high standard of personal and professional conduct and preserve the trust and confidence placed in you by municipal Council and your community. Please ensure that you adhere to this Code by conducting yourself with integrity, competency and impartiality.

This Code applies to citizen appointees only and is in addition to any legislative requirements regarding the appointment and removal of appointees. Nothing in this policy shall relieve any appointee from the obligation to comply with all legislation.

Members of municipal Council appointed to boards and committees are governed by the Municipal Conflict of Interest Act, their Oath of Office and Roberts Rules of Order. Members of Council shall have regard to this policy and the procedural rules of the committee and board they are appointed to.

Staff appointments are governed by the Township of Tay Personnel Policy Manual, the Township of Tay Operations Policy Manual and the Code of Conduct for their profession, if one exists.

Purpose

The purpose and intent of this code is to establish guidelines for the conduct of citizens appointed by Council to various advisory, ad hoc and special purpose boards and committees of the Township or on which the Township is represented. The Code will ensure that:



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- The decision making process is open, accessible and equitable;
- Decisions are made through the appropriate channels of government;
- Conflicts of interest are declared with the appointee taking appropriate measures;
- Appointments are not used for personal gain;
- Appointees hold membership for the benefit of the public and community at large;
- There is fairness and respect for differences;
- The deliberative privileges of the board and committee are maintained;
- Personal information is protected.

The following sections commence with a definition, description or explanation of the matter followed by guidelines appointees are expected to abide by.

Meetings

Meetings are generally open to the public. Citizens appointed to Township boards and committees have a duty to conduct themselves at all times in an impartial and objective manner. A citizen should not use their appointment on a board or a committee as a personal platform in which to try to publically embarrass council, other committee members or township staff. All appointees are expected to vote on all matters that come in front of them, unless they have declared a conflict of interest. A refusal to vote is automatically considered a no vote under Roberts Rules of Order and appointees who continually refuse to vote on matters will be considered as not acting in the best interest of the township and the community they have been appointed to represent.



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Boards and committees may close a meeting to the public if the subject matter being considered involves:

- The security of the property of the municipality, board or committee;
- Personal or personnel matters;
- Labour relations;
- Litigation or potential litigation matters;
- Solicitor/client advice; or
- A matter authorized by any Provincial Act.

- 1. Citizen appointees will not disclose any written or verbal information received at a meeting or part of a meeting closed to the general public.**
- 2. Citizen appointees wishing to dispose of written confidential information received shall do so by shredding it. The Township maintains such a system which may be used by appointees.**

Conflict of Interest

Citizens appointed to Township boards and committees have a duty to conduct themselves in an impartial and objective manner. While the Township values the participation of its citizens, Council does recognize that appointees have a broad range of interests that may lead from time to time to potential, actual or the appearance of a conflict of interest.

Citizen appointees will be considered to have a conflict of interest where their private objectives conflict with municipal objectives. As such citizen appointees shall not:



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- Benefit financially from their membership other than any honorarium paid by the Township or the Board or Committee on which they sit;
 - Place themselves in a position where he or she is under obligation to any person who may benefit from the circumstance;
 - Use corporate resources including business cards and Board or Committee titles to support a candidate in any election;
 - Deal with any application, agreement or contract in which their spouse, child, grandchild, parent, grandparent, partner, or company has an interest;
 - Gain personal benefit from any knowledge about a municipal related matter; or
 - Give preferential treatment to any person, partner, organization or company where the member has a financial interest.
- 3. Citizen appointees, where a conflict of interest exists, shall declare the conflict or possible conflict, and withdraw from direct involvement in the matter and refrain from any comment that might influence the decision.**
- 4. Citizen appointees shall ensure the conflict or possible conflict of interest is recorded in the minutes.**

Quorum

Where the number of members who, by reason of a declared conflict of interest, are disabled from participating in a meeting such that the remaining members no longer constitute a quorum as set out in the procedural bylaw; and where the procedural bylaw is silent, then the



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remaining members are deemed to constitute a quorum provided there are not less than two members present.

Discrimination, Harassment, Sexual Harassment and Bullying

The Human Rights Code of Ontario recognizes the dignity and worth of every person and provides for equal rights and opportunities without discrimination. This Code of Conduct for citizen appointees represents general standards and does not replace the law.

- 5. Citizen appointees shall not discriminate against another member of the board or committee, staff or public because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap.**
- 6. Citizen appointees shall not harass another member of the board or committee, staff or public because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or handicap.**

The Occupational Health and Safety Act require policies to protect workers from harassment, sexual harassment and bullying. The Township's Harassment & Violence Policy applies to those appointed to Boards and Committees. You should make yourself aware of the contents of this policy.



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7. **Citizen appointees shall not harass, sexually harass or bully other Board or Committee Members, Members of Council, staff, consultants or the public.**
8. **Citizen appointees shall become acquainted with The Townships Harassment & Violence Policy.**

Deliberative Privilege

Boards and committees speak with one voice; that being the motion or bylaw they pass. Discussion on how a member reaches a decision is a matter of privilege of that member.

9. **Citizen appointees, whether they are in favour or opposed to a motion or bylaw, shall support the position of the board or committee once a question is decided.**
10. **Citizen appointees shall not appear before any appeal body or tribunal and speak on behalf of the board or committee without approval by the board or committee.**
11. **Citizen appointees shall not appear before any appeal body or tribunal and disclose the deliberations of the board or committee without the members of the board or committee waiving its privilege by a unanimous vote and authorizing its member to appear.**



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Solicitation

It is not acceptable to use one's position when appointed to a government board or committee to solicit business.

- 12. Citizen appointees shall not in any way use the fact of their membership on a board or committee to solicit business for their own benefit or for the benefit of an immediate family member or business associate.**

Privacy

The Ontario Government through legislation protects the personal information of individuals.

- 13. Citizen appointees shall not disclose any personal information they may become aware of in the conduct of their responsibility as a member on a board or committee.**

Enforcement

The municipal Clerk of the Township will ensure that all citizens appointed to Township boards and committees are aware of this Code of Conduct by the appointee endorsing a copy of the document.

- 14. Citizen appointees who have direct knowledge of a breach of this Code shall advise the Clerk in confidence at their earliest opportunity. The Clerk shall advise Council at the earliest opportunity through Committee of Closed Session of the circumstances.**



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Removal of Citizen Appointees

If the Council of the Corporation of the Township of Tay determines, in its sole discretion, that a citizen appointee has failed to fulfill their obligations pursuant to this Code of Conduct, Council may impose the penalties as described in the Municipal Act or remove the citizen appointee from the board or committee. A Closed Session of Council discussion of the matter is required prior to Council making the decision to remove the citizen appointee.

Agreement and Signature

I have received, read and understand the Code of Conduct for Citizen Appointees to Boards and Committees in its entirety.

I agree to be bound by the terms of the Code of Conduct for Citizen Appointees to Boards and Committees in its entirety.

Print Name: _____

Signature: _____

Date: _____

Board or Committee Names: _____

_____ for the Council term 2014 to 2018.

Please retain pages 1 to 7.

Complete and return this page to the Municipal Clerk.