



## **Code of Conduct for Citizen Appoints to Local Trusts, Boards and Advisory Committees Policy No. 1.31**

Approved by: Council	Date: December 20, 2022
Last Review by:	Date:

### **Statement:**

The purpose of a Local Trust, Board or Advisory Committee, is to provide informed advice and guidance, as well as to facilitate public input to Council on programs and policies.

In recognition of the impartial and objective expert advice that Council receives from the Local Trusts, Boards and Advisory Committees, as well as the challenges and inherent restrictions placed upon these individuals in assessing and recommending various options in a conscientious and ethical manner, the following policy is provided as a general standard for all citizen appointed members to ensure they are acting in a manner that is appropriate with regard to their Local Trust, Board or Advisory Committee.

### **Member Conduct**

Members shall, when conducting Local Trust, Board or Advisory Committee business, preparing written correspondence, interacting with media, Members of Council, staff or members of the public, act in a manner that accomplishes the following:

- a) Fulfils the mandate and mission statement of their Local Trust, Board or Advisory Committee;
- b) Respects due process and authority of the Chair, Vice-Chair or Presiding Officer;
- c) Demonstrates respect for all fellow Local Trust/Board/Advisory Committee members, Council, staff and the public;
- d) Respects and gives fair consideration to diverse and opposing viewpoints;
- e) Demonstrates due diligence in preparing for meetings, special occasions, or other Local Trusts/Boards/Advisory Committee related events;
- f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the Local Trust/Board/Advisory Committee;
- g) Conforms with all relevant legislation, by-laws and guidelines; and
- h) Contributes in a meaningful manner, offering constructive comments to Council, staff and fellow members.

A member of a Local Trust, Board or Advisory Committee, shall not:

- a) Engage in political campaigning of any sort (municipally, provincially or federally) on behalf or as a member of the Local Trust/Board/Advisory Committee;
- b) Use Municipal resources, for any election related purposes or activities;
- c) Engage in any business or transaction or have a financial or personal interest that is incompatible with the performing of their official duties;
- d) Place themselves in a position where the member is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- e) Provide, in the performance of their official duties, preferential treatment to relatives or to organizations in which the member, or their relatives, as defined under the Municipal Conflict of Interest Act, have an interest, financial or otherwise;
- f) Consider an application to the Municipality of Huron for a grant, award, contract, permit for their benefit involving the member, or their relative, as defined under the Municipal Conflict of Interest Act;
- g) Place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions;
- h) Benefit from the use of information acquired during the course of their official duties which is not generally available to the public;
- i) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the member or their Local Trust/Board/Advisory Committee;
- j) Disclose or release by any means to any member of the public, any confidential information acquired during the course of their official duties, in written or oral form.

**Remuneration:**

The Municipality of Huron East provides remuneration for attendance at meetings at the same rate as Council Committee Meetings.

**Conflict of Interest:**

A member of a Local Trust/Board/Advisory Committee shall disclose to the Clerk, or person designated, immediately that they could be involved in either a real or perceived conflict of interest as prohibited in the policy, and shall abide by any decision made by the Clerk, or designated person, with respect to the conflict of interest resource.

Where a member believes or has been advised that they have or may have a conflict of interest in a particular matter they shall:

- a) Prior to any consideration of the matter, disclose their interest and the general nature thereof;
- b) Leave the room for the duration of time that the matter is being considered;
- c) Not take part in the discussion of, or vote on any question or recommendation in respect to the matter; and
- d) Not attempt, in any way, whether before, during or after the meeting to influence the voting on any such question or recommendation.

Members may seek advice with the Municipality's Integrity Commissioner.

**Complaints:**

All complaints received about a member of a Local Trust/Board/Advisory Committee should be forwarded to the Clerk, or designated persons, for their consideration. Determination shall be made if a concern or complaint should be sent to the Integrity Commissioner.

Should a member of a Local Trust/Board/Advisory Committee breach any of the clauses set out herein, the Clerk may refer the matter to the Integrity Commissioner who will consider whether to take any of the following possible actions:

- a) Censure of the member by a Local Trust/Board/Advisory Committee or recommend their removal to the relevant Local Trust/Board/Advisory Committee;
- b) Issue a formal warning to the member;
- c) Suspension and removal may be recommended should subsequent breaches occur following the formal warning from the Clerk.

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Members Name (Printed)

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Signature

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Date