

**MUNICIPAL CORPORATION OF NORTH ALGONA WILBERFORCE  
TOWNSHIP  
BY-LAW #2016-15**

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**BEING A BY-LAW TO ADOPT A COUNCIL CODE OF  
CONDUCT**

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WHEREAS the Council of the Corporation of North Algona Wilberforce Township wishes to establish a Council Code of Conduct policy;

**NOW THEREFORE BE IT ENACTED BY THE  
CORPORATION OF NORTH ALGONA  
WILBERFORCE TOWNSHIP AS FOLLOWS:**

1. That the "North Algona Wilberforce Township Council Code of Conduct Policy" attached hereto as Schedule "A" be and is hereby adopted.
2. That Schedule "A" is deemed to form part of this by-law.
3. That this by-law shall come into force and take effect following third reading. By-law read a first and second time this 16<sup>th</sup> of February 2016
4. By-law read a third time and passed this 16<sup>th</sup> of February 2016

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk Treasurer

## **SCHEDULE "A"**

### **North Algona Wilberforce Township COUNCIL CODE OF CONDUCT**

#### **SCHEDULE 'A' TO BY-LAW 2016-15**

Pursuant to Section 8, 9 and 223.2 of the Municipal Act, SO 2001, which provides municipalities with the authority to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues, the Corporation of North Algona Wilberforce Township passed By-law 2016 - on February 16, 2016 which adopted this document, being the "North Algona Wilberforce Township -Council Code of Conduct".

Pursuant to By-law 2016-15, this 'Code of Conduct' applies to and binds all members of Municipal Council and shall be acknowledged by signature by members of Council.

This document will better the Township's ability to govern the affairs of North Algona Wilberforce Township and enhance the accountability and transparency of the municipality.

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## **SECTION 1**

### **PURPOSE**

The Code of Conduct sets minimum standards for the behavior of Council members (including the Mayor) in carrying out their functions. It has been developed to assist Council to:

Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;

Fulfill their duty to act honestly and exercise reasonable care and diligence;

Act in a way that enhances public confidence in local government; and

Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

The Code of Conduct, in addition to other TOWNSHIP procedures, rules, and policies, becomes the tool by which an Integrity Commissioner provides education, advice or complaints investigations.

- Ontario Human Rights Code
- Municipal Act, 2001
- Municipal Conflict of Interest Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Elections Act
- Occupational Health and Safety Act

## SECTION 2

### COUNCIL & STAFF - ROLES & RESPONSIBILITIES

The role of Council and Staff is traditionally one of the first items to be clarified for a new Council. Clearly defined roles, distinguishing between the concepts of "governance" and "management", are critical to the success of a municipality. It should be reinforced at the outset that Council sets the policy for the municipality; it does not participate in the daily operations of the municipality.

#### 1. Legislated Responsibilities - Municipal Act, 2001

It is the role of Council,

- a) to represent the public and to consider the well-being and interests of the community;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative practices and procedures are in place to implement the decisions of Council;
- e) to maintain the financial integrity of the municipality; and
- f) to carry out the duties of Council under the Municipal Act and any other Act.

It is the role of the Head of Council,

- a) to act as the Chief Executive Officer of the municipality;
- b) to preside over Council meetings;
- c) to provide leadership to the Council so that its business can be carried out efficiently and effectively;
- d) to represent the municipality at official functions, and
- e) to carry out the duties of the head of Council under the Municipal Act or any other Act.

It is the role of officers and employees of the municipality,

- a) to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions;
- b) to undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) to carry out other duties required under the Municipal Act and any other Act and other duties assigned by the municipality.

#### Interaction with Staff

Township Council will work diligently at creating a positive working relationship between Council and Staff. To a large degree this will be successful as a result of mutual respect for each other's roles and responsibilities.

- a) Only township Council as a whole, acting as a body, can dictate that staff perform such duties as are necessary for the efficient management of the affairs of the community, and/or research such matters as the Council deems necessary. Individual Council members (including the Mayor) do not have authority to direct the Clerk, Department Heads or staff.
- b) The Role of the Clerk and the Department Heads is to direct the day to day management of the municipality, and assign duties to the staff placed under their supervision. To encourage the efficient management of the municipality, individual Council members are requested to be cognizant of that fact and are advised of the following:
  - i) Council will respect and adhere to the Policies set by Council, and will under no circumstances take it upon themselves to circumvent or ask staff to circumvent established Policies. Only Council, at a formal meeting, has authority to amend policies.
  - ii) Council, as a body, and as individuals, will liaise with the Clerk or Department Heads

only. This requirement is not designed to interfere with the normal flow of information with those staff members (Administrative Assistants) who have been assigned the responsibility of providing information to Council such as meeting times, copies of documents, information on standard operating procedures, etc. by the Department Heads or Clerk.

- iii) Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered in (ii) above, should be directed to the Clerk or Department Heads.
- iv) Councilors who still have concerns about operational issues, after addressing them with the Department Heads, should raise these concerns at a Council meeting.
- v) The municipality has never had a practice of providing secretarial and/or research services for individual Councillors. Should information be required by individual Council members, a request should be made of the appropriate Department Head, who will then decide which staff member will obtain the data.

In the extended absence of the Department Head, or in the case of an urgent matter where the Department Heads is not available, inquiries should be directed through the Clerk.

- vi) Provincial downloading, and municipal downsizing, has resulted in each municipal staff person being asked to perform a substantial workload. When attending at TOWNSHIP Office, Council members should respect the fact that these are busy people. Placing demands on staff members may place them in the awkward position of having to explain to their Department Heads why they are not getting their assigned work done and is not appropriate behavior for a Councillor. By taking up an inordinate amount of their time engaging in conversation is unfair to the employee. Ongoing e-mail, and/or frequent telephone chats are equally time consuming and will be discouraged as well.

### **3. Statutory Provisions Regulating Conduct**

This *Code of Conduct* operates along with and as a supplement to the existing statutes governing the conduct of members. The following provincial legislation governs the conduct of members of Council:

- The *Municipal Conflict of Interest Act*:
- The *Municipal Elections Act, 1996*; and
- The *Municipal Freedom of Information and Protection of Privacy Act*.
- The *Criminal Code* of Canada also governs the conduct of members of Council.

## SECTION 3 STANDARDS OF CONDUCT

### 1. Rules of Etiquette - Meetings

- a) The professional and personal conduct of members of Council must be above reproach and avoid even the appearance of impropriety. Councillors shall refrain from abusive conduct, personal charges, verbal attacks or gossip upon the character or motives of municipal employees, Councillors, committee appointees or the public. All dealings between Council, committee appointees, municipal employees and the public are to exhibit a high degree of professionalism and are to be based on honesty, respect, impartiality and fairness. Service to the public is of paramount importance.
- b) The Chairperson should never allow Councillors or delegations at Council or Committee of the Whole to publicly criticize identifiable employees. It is the responsibility of the Chair to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance.
- c) Councillors may make reports in accordance with the procedural by-law. When there is more than one Councillor on a board/committee, the Councillors will share the reporting in a fair and equitable manner.

When there is more than one Councillor on a board/committee, the Councillors will share the reporting in a fair and equitable manner.

Councillors may also report on departmental matters, which relate to their reporting assignment, as prepared/confirmed by the Department Heads.

### 2. Rules of Etiquette - Public Inquiries/Meetings

#### *Operational Inquiries/Complaints*

- a) Members of Council who are approached by the public with inquiries/complaints regarding operational matters should refer the party to contact the appropriate Department for review/resolution.

Where the member of the public is reluctant to contact the department directly, the Member of Council should take the person's name, phone number and details of the inquiry/complaint and advise them that the matter will be referred to the appropriate Department Heads for review/resolution.

- a) If a member of the public approaches a Councillor with an enquiry concerning policy issues decided by the Council, they should be requested to put the issue in writing to Council and forward it to the Clerk so that it can be considered at the next appropriate meeting.
- b) Where the member of the public is reluctant to put their concern in writing, the Members of Council may request the issue be placed on an agenda for consideration.

### 3. Behaviour of Members of Council

Every member of Council shall act all times in conformity with the principles listed below, and shall ensure that the work environment is a place where these principles are respected.

- a) Treat Every Person with Dignity, Understanding and Respect

Members of Council shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person, including other Members of Council, corporate employees, individuals providing services on a contract for service, students or placements, volunteers and the public, with dignity, understanding and respect for the right to equality.

- b) DO Not Discriminate

In accordance with the *Human Rights Code*, Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religious affiliation or faith, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status" shall be as defined in the *Human Rights Code*.

c) **Not to Engage in Harassment or Bullying (Psychological Harassment)**

In accordance with North Algona Wilberforce Township's *Human Resources Policy*, as amended, and the *Human Rights Code*, harassment shall mean engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome. Bullying is the ongoing health-or career-endangering mistreatment of an employee or colleague, by one or more of their peers or higher-ups. Unlikely to involve physical violence, it usually takes the form of psychological abuse. Often verbal and strategic insults are intended to prevent targets from being successful in their job. Pressuring an employee to deviate from a policy or to provide a favour is a form of bullying.

4. **Other Behaviour**

a) **Use of Municipal Property & Resources**

Council and committee members and municipal employees must not use the municipality's property, equipment, supplies or services, which are not available to the general public, for purposes not associated with the discharge of their official duties.

b) **Compliance with Policies and By-laws**

Members of Council should lead by example and shall conform with the TOWNSHIP's policies and by-laws.

**SECTION 4  
CONFIDENTIALITY**

1. Council members shall keep confidential any information:

- (a) disclosed or discussed at a meeting of Council, Committee of the Whole, any committee or part of a meeting of Council, Committee of the Whole, or any committee that was closed to the public.
- b) that is circulated to members of Council that is marked confidential for the purpose of a Closed session. Without limiting the generality of the foregoing all confidential information shall be kept securely until no longer required in the course of business and shall at that time be destroyed by the member of Council or returned to the office of the Clerk for destruction.
- c) that is received in confidence verbally in preparation, for or within the in-camera meeting.

2. The obligation to keep information confidential applies even if the member ceases to be a member of Council

3. **Protection of Privacy (Confidential Information)**

Confidential information includes information in the possession of, or received in confidence by the Municipality that the Municipality is either prohibited from disclosing, or is required to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act* (often referred to as "MFIPPA"), or other legislation. Generally, the *Municipal Freedom of Information and Protection of Privacy Act* restricts or prohibits disclosure of information received in confidence from third parties of a corporate, commercial, scientific or technical nature, information that is personal, and information that is subject to solicitor-client privilege.

No member shall disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so.

Nor shall members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation. As one example, no member should directly or indirectly benefit, or aid others to benefit, from knowledge respecting bidding on the sale of Municipal property or assets.

A matter that has been discussed at an in-camera (closed) meeting remains confidential. No member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting until the Council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

The following are examples of the types of information that a member of Council must keep confidential:



- Items under litigation, negotiation, or personnel matters;
- Information that infringes on the rights of others (e.g., sources of complaints where the identity of a complainant is given in confidence);
- Price schedules in contract tender or Request for Proposal submissions if so specified;
- Information deemed to be "personal information" under the *Municipal Conflict of Interest Act*; and
- Statistical data required by law not to be released (e.g., certain census or assessment data).

Members of Council should not access or attempt to gain access to confidential information in the custody of the Municipality unless it is necessary for the performance of their duties and not prohibited by Council policy.

## SECTION 5

### GIFTS, HOSPITALITY AND OTHER BENEFITS

The objective of these policies is to ensure that Councillors make Council decisions based on impartial and objective assessments of each situation, free from influence of gifts, favours, hospitality or entertainment.

In this policy, gifts, commission, hospitality, reward, advantage or benefit of any kind, may be interchanged and shall be deemed to include all of the aforementioned.

Members of Council are prohibited from accepting, directly or indirectly, any gifts, hospitality or other benefits that are offered by persons, groups or organizations having dealings with the Township.

The above policy does not preclude Members of Council from accepting:

- i) The stipend paid to each Member of Council as remuneration for their service to the Corporation
- ii) Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee, for speaking at an event or for representing the Corporation at an event;
- ii) Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
- iii) Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
- iv) Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or by local government boards or commissions;
- v) A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
- vi) Reimbursement of reasonable expenses incurred in the performance of office;
- vii) Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- viii) Gifts of a nominal value that are received as an incident of protocol or social obligation including attending a sporting event that normally and reasonably accompany the responsibility of the office.
- ix) Services provided without compensation by persons volunteering their time for election campaigns.

1. Should Council determine that a member has breached a policy of the Code of Conduct, Council shall report in the rise and report that such a determination has been made, and shall, at an open Council session, pass a Resolution that shall require the member to appear before an in-camera Committee of the Whole meeting to be sanctioned.

- i) The Sanction shall be ratified by Resolution at a session of Council
- 2. The Council may impose either of the following penalties on a member of Council if the Commissioner reports to the municipality that, in his or her opinion, the member has contravened the Code of Conduct:
  - a) A reprimand;
  - b) Suspension of the remuneration paid to the member in respect of his or her services as a member of Council or of the local board, as the case may be, for a period of up to 90 days.
- 3. All Sanctions under this By-Law will be fair and in keeping with the severity of the infraction, giving due regard to the Councillors previous conduct.
- 4. Nothing in this Section restricts or attempts to countermand a Councillors legal right to challenge a decision by Council through established legal channels.

## **SECTION 6**

### **BREACH OF POLICY (ENFORCEMENT**

#### **AND SANCTIONS)**

Protection for Alleging a Contravention - With respect to confidential and anonymous submissions regarding an alleged contravention of the policy, to the extent practicable, the identity of any person who makes reports pursuant to this policy shall not be revealed, except where and to the extent the disclosure of the reporting person's identity and confidential information is necessary to permit a fair, thorough and effective investigation, or as required by law or court proceedings. It is expected that the identity of the complainant and the substance of their complaint will be disclosed to the Members to allow the Member to make full answer and defense of the allegation. In addition, the Municipality will not tolerate any effort made by any other person or group, to ascertain the identity of any person who makes a good faith Allegation anonymously.

Consistent with the policies of the Municipality, the Municipality shall not retaliate and shall not tolerate any retaliation by management or any other person or group, directly or indirectly, against anyone who, in good faith, makes an Allegation or provides assistance to management or any other person or group, including any governmental regulatory or law enforcement body, investigating an Allegation. Such reprisals shall constitute a breach of the Code of Conduct.

#### **1. Compliance with the Code - Complaint Protocol**

Members, Township employees or members of the public who have reasonable grounds to believe that a Member has contravened the Code may proceed through Option A. Option B or Option A and B.

##### **1.1 Option A**

##### **Informal Complaint Procedure**

###### **1.1.1 The Complaint shall:**

- a) advise the Member that his/her behaviour or activity contravenes the Code;
- b) request that the Member immediately discontinue the prohibited behaviour or activity;
- c) keep a written record of the incident including date, time, location, other persons present, and any other relevant information;
- d) if applicable, advise the Member regarding his/her satisfaction with the response, or, if applicable, advise the Member of his/her dissatisfaction with the response; and
- e) consider the need to pursue the matter in accordance with the formal complaint procedure outlined in Option B or in accordance with an applicable judicial process.

###### **1.1.2 An individual is encouraged to initially pursue the informal complaint procedure as a means of stopping and remedying a behaviour or activity that is prohibited**

by the Code. However, it is not a precondition or a prerequisite that the informal complaint procedure be initiated or completed prior to pursuing the formal complaint procedure in Option B.

1.2 Option B

**Formal Complaint Procedure • Integrity Commissioner - Complaint Review Request**

- 1.2.1 The Complaint shall submit a completed signed form as provided by the Township to the Clerk;
- 1.2.2 The Complaint Review Request form, shall be dated and submitted to the Clerk by mail or personal delivery.
- 1.2.3 The Complaint Review Request shall be issued a file number by the Clerk for tracking purposes. The number shall consist of the year the request was received followed by a consecutive number as assigned to Complaint Review Requests for that year.
- 1.2.4 Upon receipt of a complete Complaint Review Request, the Clerk shall prepare a package to be forwarded to the Integrity Commissioner that shall include the following:
  - a) the Complaint Review Request form;
  - b) a certified copy of the code; and
  - c) such other information or documentation supplied by the Complainant that the Clerk deems relevant.
- 1.2.5 The information package referred to above shall be forwarded to the Integrity Commissioner in hard copy format by courier or first class mail ~~whichever~~ is deemed appropriate in the circumstances.

**2. Initial Classification by Integrity Commissioner**

- 2.1 The Integrity Commissioner will determine if the matter is, in fact, a complaint with respect to non-compliance with the Code and not covered by other relevant legislation or other Council policies.
- 2.2 If the complaint, does not, on its face pertain to non-compliance with the Code or is covered by other legislation or a procedure under another Council Policy, the Integrity Commissioner shall advise the complainant in writing as follows:
  - a) where the complaint is of a criminal nature consistent with the *Criminal Code of Canada*, the complainant shall be advised to pursue the matter with the Ontario Provincial Police;
  - b) where the complaint addresses non-compliance with the *Municipal Conflict of Interest Act*, to pursue the matter with the complainant's own legal counsel;
  - c) where the complaint addresses non-compliance with the *Municipal Freedom of Information and Protection of Privacy Act*, to pursue the matter with the Privacy Commissioner;
  - d) where the complaint addresses non-compliance with a more specific Council policy with a separate complaint procedure, to pursue the matter under the appropriate process specified in that specific Council Policy; and
  - e) in other cases, if the matter, or any part thereof, is not within the jurisdiction of the Integrity Commissioner to process he/she shall provide any additional reasons, or referrals as the Integrity Commissioner considers appropriate.

**4. Integrity Commissioner Investigation**

- 4.1 If a complaint is within the Integrity Commissioner's jurisdiction, the Integrity Commissioner shall investigate and is authorized to attempt to settle the complaint.
- 4.2 The Integrity Commissioner will proceed as follows:
  - a) Serve the complaint and supporting material upon the Member whose conduct is in question and request a written response to the allegation which response shall be filed with the Integrity Commissioner within ten (10) business days from the date on the correspondence from the Integrity Commissioner; and

- b) Serve a copy of the Member's response, upon the complainant with a request for a written response to the Integrity Commissioner from the complaint which must be filed with the Integrity Commissioner within ten (10) business days from the date, the correspondence from the Integrity Commissioner was received.
- 4.3 The Integrity Commissioner will determine what is the most effective means of communication e.g. email, fax, or courier when corresponding with the Complainant and the Member.
- 4.4 If necessary, and subject to the relevant legislation and rules of law after reviewing the written materials, the Integrity Commissioner may speak to anyone considered relevant to the complaint, examine any other documents considered relevant to the complaint and may enter any Township office relevant to the complaint for the purposes of investigation and settlement.
- 4.5 The Integrity Commissioner may make interim reports to Council as required to address any instances of interference, obstruction or retaliation encountered during the investigation.
  - a) The Integrity Commissioner shall submit a final report on the complaint to the Clerk, no later than ninety (90) days after the filing of the complaint, outlining the findings, the terms of any settlement, recommended corrective action, and/or penalty.
- 4.6 The Clerk will provide a copy of the report to the complainant and the Member whose conduct it has addressed
- 4.7 The Clerk shall submit the report to Council at its next meeting and the report shall be listed with matters considered in open session.

#### **Refusal to Conduct Inquiry or No Penalty Imposed**

- 5.1 If the Integrity Commissioner is of the opinion that the complaint is frivolous, vexatious or not made in good faith. Or that there are no grounds or insufficient grounds for an inquiry, the Integrity Commissioner shall not conduct an inquiry and shall provide a written report to Council outlining the reasons for not doing so.
- 5.2 If the Integrity Commissioner determines that there has been no contravention of the Code or that a contravention occurred although a Member took all reasonable measures to prevent it, or that a contravention occurred which was trivial or committed through inadvertence or an error of judgment made in good faith, the Integrity Commissioner shall so state in the report and may recommend that no penalty be imposed.

#### **6. Non-Compliance with the Code**

Should Council determine that a member has breached a policy of the Code of Conduct after receiving the report of the integrity Commissioner, Council may pass a resolution imposing a sanction in accordance with this Code of Conduct.

Council may impose either of the following penalties on a member of Council if the Commissioner reports to the municipality that, in his or her opinion the member has contravened the Code of Conduct.

- a) reprimand
  - b) suspension of the remuneration paid to the member in respect of his or her services as a member of Council or of the local board, as the case may be for a period of up to 90 days.
- 6.2 All Sanctions under this by-law will be fair and in keeping with the severity of the infraction giving due regard to the Councillor previous conduct.
- 6.3 Nothing in this Section restricts or attempts to countermand a Councillors legal rights to challenge a decision by Council through established legal channels.
- 6.4 Where, the Integrity Commissioner finds that a breach of the Code of Conduct has occurred, Council may resolve to impose a sanction on the Member that is not in the nature of a penalty. The range of possible sanctions.
  - a) A Public or private letter of censure of the Member
  - b) A reprimand of the Member
  - c) Removing the Member from an advisory Committee or local board.

- d) Recommending that the appropriate Committee or local board remove the Member as a Chair of Committee or local board
- e) Order the Member to return property improperly appropriated by the Member
- f) Request that the Member apologize to Council, the complainant, or both,

**7. Copy of the Report**

- 7.1 The Integrity Commissioner shall file a copy of the final report with the Clerk.
- 7.2 The Clerk shall submit the report to Council at its next meeting and the report shall be listed with matters considered in open session

**8. Annual Report**

- 8.1 The Integrity Commissioner shall report annually to Council on complaints filed

**9. Refundable Fee**

- 9.1 The fee charged for filing a complaint shall be refunded to the complainant upon the Integrity Commissioner's Report being received by Council, unless the Integrity Commissioner's Report notes a finding in accordance with 13.1 or 13.2 of this Code.

**10. Implementation**

- 10.1 The Township shall retain the services of an Integrity Commissioner commencing, 2016
- 10.2 This policy shall come into effect on, 2016.
- 10.3 At the beginning of each term of Council, the Township Clerk will provide:
  - a) each Member with a copy of the Code;
  - b) each Member a copy of the Municipal Conflict of Interest legislation;
  - c) as part of the Council orientation process a review of the Code; and
  - d) an "Acknowledgment of Code" form to be executed by each Member indicating that they have read and understood the Code.
- 10.4 Members are expected to formally and informally review the provisions of this Code on a regular basis or when so requested by Council.

- 11. REVISIONS** This Code of Conduct is a dynamic document meant to reflect our changing needs, realities and responsibilities. Therefore, as the Council evolves and new issues arise, the Code will be periodically reviewed and modified to reflect the current environment.

*This Code does not answer every question that is going to come up. Rather, it is designed to reinforce the resident's expectations, promote ethical decision-making and behavior, and to guide council in making decisions consistent with their Oath of office. Ethical behavior is not about finding the right answers – it is about asking all of the right questions, like:*

*Am I putting my own interests before the organizations? Would I make the same decision if, the public or the media were watching me?*



**North Algona Wilberforce Township**

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**CORPORATION OF NORTH ALGONA WILBERFORCE TOWNSHIP**

**IN ACCORDANCE TO THE BY-LAW TO GOVERN,  
THE CONDUCT OF ITS MEMBERS**

I, \_\_\_\_\_, member of the Council  
of North Algona Wilberforce do hereby affirm that I will adhered to the Code of Conduct as  
presented in By-Law 2016-15.

And as a member of Council do hereby affirm that I will not disclose to any person any information  
or document arising from confidential Council meetings of the Corporation of North Algona  
Wilberforce Township that come to my knowledge or possession by reason of those meetings,  
except as I may be legally required or expressly authorized to do so or except as that information or  
document has other wise been properly made public.

**SIGNATURE**

The undersigned member of Council hereby acknowledges receipt of a copy of  
By-law 2016-15, Mayor and Councillor's "Code of Conduct By-law".

Affirmed before me at North Algona Wilberforce

In the County of Renfrew this \_\_\_\_ day of

\_\_\_\_\_, 2016

**Signature of Member of Council**

*Acknowledgement of Receipt of Code of Conduct Policies*

**Date of Signature**

NOTE: The member of Council acknowledges that two copies of the by-  
law were provided to the member. One signed copy of the by-  
law was returned to the clerk and the duplicate copy was  
retained by the member of Council.