



## TOWN OF WOLFVILLE CODE OF CONDUCT FOR CITIZEN

### MEMBERS OF COMMITTEES

#### I. PURPOSE

The purpose of this Code is to establish guidelines to ensure committee business is conducted with integrity, in a fair, honest and open manner with respect for all; and to make decisions which are in the best interest of the Town of Wolfville.

#### II. STANDARDS OF CONDUCT

Citizen Committee Members shall perform their role truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:

- (i) **Integrity** - giving the municipality's interests absolute priority over private individual interests. Citizen members shall strive for impartiality in all decision-making. If conflict arises between personal views and the duties of the committee, the conflict shall be resolved in favour of the public interest.
- (ii) **Honesty** - being truthful and open.
- (iii) **Objectivity** - making decisions based on a careful and fair analysis of the facts.
- (iv) **Conduct** - being accountable for how you conduct yourself in meetings, giving full deliberation of issues and providing meaningful involvement.
- (v) **Leadership** - keeping informed by attending meetings regularly, reading all meeting materials and reports provided to you, and familiarizing yourself with the committee Terms of Reference and applicable Town policies and bylaws.

#### III. MEMBER RESPONSIBILITIES

- (i) Act in the public interest – make decisions on the merits and substance of the matter at hand, acting in the interest of the citizens of the Town.



- (ii) Compliance with Process – members must participate fully and perform their duties within the policies, procedures and Terms of the committee they serve on. Members who miss three consecutive meetings will no longer be able to serve on the committee.
- (iii) Confidentiality – members shall respect the confidentiality of any information they learn during their time on a committee which is not subject to the Freedom of Information and Protection of Privacy Act.
- (iv) Respect – treat one another, staff and the public with respect and be supportive of the personal dignity, self-esteem, and well-being of those with whom you come in contact with during the course of their duties.
- (v) Ethical Behaviour - Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.
- (vi) Use of Public Property – You shall not request the use of municipal-owned equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public.

#### **IV. COMPLIANCE WITH CODE**

This Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that expresses the standard of conduct expected of them.

Implementation is most effective when both council and citizen members are familiar with the Code and embrace its contents. As such, Council follow a similar Code of Conduct for Elected Municipal Officials Policy #110-011.

Citizen members are asked to sign the statement attached to the Code of Conduct in Appendix A, affirming they have read, understood and will abide by its provisions.

The code shall be reviewed at least every four years.



## **V. NON-COMPLIANCE WITH THE CODE**

Council may impose sanctions on members whose conduct does not comply with this Code of Conduct including termination of committee membership and restriction of future membership on Committees of Council.



**APPENDIX A:**

**TOWN OF WOLFVILLE CITIZEN COMMITTEE MEMBER STATEMENT**

As a Citizen Member of a Committee of Council of the Town of Wolfville, I affirm that I have read and understood the Town's Code of Conduct for Citizen Committee Members, which I agree to uphold.

Signature: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Declared this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Before me:

\_\_\_\_\_

Chief Administrative Officer/Town  
Clerk

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