

**THE CORPORATION OF THE TOWNSHIP OF MULMUR**

**BY-LAW NO. 18-19**

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

**WHEREAS** the Municipal Act, S.O., 2001, Section 223.2(1) provides that municipalities are authorized to establish codes of conduct for members of the council of the municipality and of local boards of the municipality;

AND WHEREAS Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MULMUR HEREBY ENACTS AS FOLLOWS:

1. The attached document TOWNSHIP OF MULMUR – CODE OF CONDUCT # ...-19 shall be considered the Code of Conduct for Members of Council.
2. This by-law shall become effective upon the date of the enactment.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED on this 3rd day of April, 2019.

*Janet Horner*

*Kerstin Vroom*

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MAYOR.

CLERK.

## TOWNSHIP OF MULMUR – CODE OF CONDUCT # 18-19

The citizens of Mulmur Township expect their elected officials to serve the public interest and to safeguard public trust and confidence in the democratic political process. They are entitled to expect the highest standards of conduct from their elected officials, and that their local government will carry out its duties at all times in an accountable, responsive, impartial, and transparent manner. Members of Council understand the public's high expectations of them and that their adherence to the highest standards of conduct in carrying out their duties and responsibilities, and in working together, will help to improve the quality of public administration and governance and to protect and maintain the integrity and reputation of the Township of Mulmur.

Code of Conduct	1.1	Members shall conduct themselves according to the Code of Conduct.
Preamble	1.2	A written Code of Conduct helps to ensure that the members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate. These standards should serve to enhance public confidence that Townships elected representatives operate from a base of integrity, justice and courtesy.
General	1.3	The Township of Mulmur Council Code of Conduct is a general standard that augments the provincial laws and municipal by-laws that govern conduct. It is not intended to replace personal ethics. All members shall serve their constituents in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than the exercise of their official duties.
Gifts and Benefits	1.4	Members shall not accept fees, gifts, hospitality or personal benefits that are connected directly or indirectly with the performance of duties as Township Councillors, except compensation authorized by law.  This section does not apply to tokens, mementoes, souvenirs, or such gifts or benefits up to and including a value of \$100.00 that are received as an incident of protocol or social obligation that normally accompanies the responsibilities of office. Tokens, mementoes, souvenirs or gifts with a value of greater than \$100.00 shall become the property of the municipality.  No Member shall seek or obtain by reason of their office any personal privilege or advantage with respect to Township services not otherwise available to the general public and not consequent to their official duties.

Representing the Township	1.8	Members shall make every effort to participate diligently in the activities of the agencies, boards, and commissions to which they are appointed.
Influence On Staff	1.9	<p>Members shall be respectful of the fact that staff work for the Township as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or group of Members of Council.</p> <p>In addition, members shall be respectful of the fact that staff carry out directions of Council and administer the policies of the municipality and are required to do so without any undue influence from any individual member or group of members of Council.</p>
Business Relations	1.10	No member shall borrow money from any person who regularly does business with the Township unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
No Member shall Act as a Paid Agent	1.11	No member shall act as a paid agent before Council or a committee of Council or any agency, board, or committee of the Township.
Encouragement and Respect for Township	1.12	Members shall encourage public respect for the Township and its by-laws. Members of Council shall show respect for the decision-making process of Council. When one or more Members of Council disagree with the majority decision of Council, they have a duty to communicate the decision of Council accurately so that there is respect for and integrity in the decision-making process of Council.
Attendance at Meetings	1.13	Members shall make best attempts to attend Council and Committee meetings and be on time. When a member cannot attend a meeting they shall contact the Clerk's Department in advance.
Conduct During Meetings	1.14	<p>During meetings, members shall conduct themselves with decorum. Respect for delegations and fellow members and staff requires that all members show courtesy and not distract from the business of the Council or Committee during presentations and when other members have the floor.</p> <p>Members will avoid any conduct towards a member of council or staff which is known or ought reasonably to be known to be unwelcome, which offends, embarrasses or intimidates, or which reflects intolerance towards any group or individual.</p>
Harassment	1.15	Harassment is defined in accordance with the Ontario Human Rights Code as vexatious comment or conduct that is unwelcome or ought reasonably to be known to be unwelcome.

		<p>Members of Council acknowledge that every person who is a councillor or employee has a right to freedom from harassment in the workplace.</p> <p>Harassment of another member, staff or any member of the public is misconduct.</p>
Bullying	1.16	<p>Workplace bullying is defined as “repeated unreasonable behaviour directed towards an employee or a group of staff, that creates a risk to health and safety. Unreasonable behaviour can be defined as behaviour that harms, intimidates, threatens, victimizes, undermines, offends, degrades or humiliates another staff member/s.</p> <p><u>Examples of Workplace Bullying</u></p> <p>The most common types of workplace bullying are:</p> <ul style="list-style-type: none"> <li>• Spreading malicious rumours, gossip or innuendo that is not true</li> <li>• Excluding or isolating someone socially</li> <li>• Intimidating a person</li> <li>• Undermining or deliberately impeding a person’s work</li> <li>• Withdrawing necessary information or purposefully giving the wrong information</li> <li>• Setting impossible deadlines</li> <li>• Making inappropriate jokes</li> <li>• Persistent criticism of appropriate work</li> <li>• Freezing out, ignoring or excluding</li> <li>• Attempts to humiliate staff in front of others</li> <li>• Unjustified monitoring of work</li> <li>• Verbal/non-verbal threats</li> <li>• Abusive, offensive or insulting language</li> <li>• Behaviours that frighten, humiliate, belittle or degrade</li> <li>• Belittling a person’s opinions</li> <li>• Damaging or interfering with a person’s property or work equipment</li> <li>• Threats of violence or actual incidents of violence</li> <li>• Regular ultimatums and/or threats of dismissal</li> <li>• Inappropriate comments about a person’s appearance, lifestyle or their family.</li> </ul> <p><i>When bullying escalates to include incidents of physical assault or threats, it is considered workplace violence.</i></p> <p>Bullying another member of Council, staff or any member of the public is misconduct.</p>
Interpretation	1.17	<p>Members of Council seeking clarification of any part of this Code of Conduct should consult with the Integrity Commissioner.</p>

Effective date	1.18	This by-law shall take effect on the date of its final passing.
Alleged Breaches of the Code of Conduct	1.19	If a breach of the Code of Conduct is alleged the complaint should be lodged with the Integrity Commissioner.