

MUNICIPALITY OF THE DISTRICT OF LUNENBURG**POLICY MDL-37****A POLICY RESPECTING A CODE OF CONDUCT**

1. This policy is entitled "A Policy Respecting a Code of Conduct" and applies to Members of Municipal Council, citizens appointed by Council to serve on a Committee of Council and Municipal staff.

PURPOSE

2. The purpose of this Policy is to establish Council's standards of professional conduct for Council Members, Municipal Staff and citizens appointed by Council to serve on a Committee of Council. The standards of professional conduct established in this Policy are built on the following Core Values of Municipal Council:

- a) Customer Service
- b) Community Participation and Consultation
- c) Equality and Respect
- d) Openness and Accountability
- e) Integrity and Impartiality.

PROFESSIONAL CONDUCT STANDARDS - GENERAL

3. All Municipal Council members, citizen appointees to Committees of Council and Municipal staff shall adhere to the following Professional Conduct Standards in carrying out their respective duties:
 - a) Council members, citizen appointees and Municipal staff will act in good faith at all times, putting public interest above personal interest
 - b) Council members, citizen appointees and Municipal staff will be cognizant of issues involving Conflict of Interest (either direct or indirect) and will declare such Conflict of Interest when they occur.
 - c) No member of Municipal Council, citizen appointees or Municipal staff shall, without proper legal authorization, disclose confidential information of the Municipality, property of the Municipality or employees of the Municipality where such information was discussed in an In-Camera Session.
 - d) Council members, citizen appointees and Municipal staff shall not exceed their authority, breach the law or ask others to do so.

e) Council members, citizen appointees and municipal staff will recognize that the expenditure of municipal funds is a public trust and will endeavor to ensure that such funds are expended efficiently, economically and in the best interest of the Municipality of the District of Lunenburg.

PROFESSIONAL CONDUCT STANDARDS – MUNICIPAL COUNCIL MEMBERS

4. In addition to the Professional Conduct Standards in section 3, all Members of Municipal Council shall follow the Professional Conduct Standards in carrying out their duties as a Municipal Councillor of the Municipality of the District of Lunenburg, as follows:
- a) Council members shall be able to seek information from Municipal Staff without receiving authorization from the Chief Administrative Officer. However, if the information being sought will impact on Municipal staff's workload or not enable Municipal staff to complete scheduled work, the request for information shall be made through the Chief Administrative Officer.
 - b) As per the Municipal Government Act, no member of Municipal Council or Committee member shall give direction to Municipal staff. All instructions shall be made by Council or the Committee of the Whole or other Committees of Council, through the Chief Administrative Officer.
 - c) Council members will avoid hostility and bitterness during meetings; will observe proper decorum and behavior; will encourage full and open discussions in all matters; and, will not withhold or conceal from Council members any information or matter in which they should be concerned.
 - d) Council members will make no disparaging remarks (in or out of Council) about other members of Council or their opinions, but will reserve the right to make respectful and honest criticism.
 - e) Council members will respect that the role of Municipal staff is to provide Council with the information deemed necessary for Council members to make decisions and carry out the duties of Council. Council members shall treat staff with respect and shall not display hostility or bitterness to Municipal staff while receiving Municipal staff's advice.
 - f) Council members will not pursue any procedure calculated to embarrass a fellow member of Council or a member of Municipal Staff.
 - g) Council members will abide by the majority decisions of Municipal Council.

PROFESSIONAL CONDUCT STANDARDS - CITIZEN APPOINTMENTS

5. Individuals appointed by Municipal Council as Members at Large (Citizen Appointments) on Committees of Municipal Council shall adhere to the professional conduct standards as established for Municipal Council Members

PROFESSIONAL CONDUCT STANDARDS - MUNICIPAL EMPLOYEES

6. Municipal staff shall adhere to the following Professional Conduct Standards in carrying out their duties as employees of the Municipality of the District of Lunenburg:
 - a) Municipal staff will carry out their duties in accordance with their job descriptions and will do so with the utmost respect for each other, Council and for public which they serve.
 - b) No Municipal employee shall grant any special consideration, treatment or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
 - c) Municipal staff will make no disparaging remarks about other employees, Council members or members of the public in the carrying out of their duties.
 - d) Upon the request of a Council Member for information, a Municipal staff member shall provide the requested information within a reasonable time frame. If a Municipal staff member feels that in order to provide the requested information their respective workload and ability to meet specific deadlines will be impacted, the employee shall forward the request, on behalf of the Councillor, to the Chief Administrative Officer. The Chief Administrative Officer shall then make a determination as to whether the requested information can be provided and when.
 - e) Municipal staff shall not receive direction from a Municipal Council member, but rather shall receive direction from a Committee or Council, through the Chief Administrative Officer.
 - f) All recommendations/reports communicated to Council or a Committee of Council shall be in writing and shall be brought to Council through the Chief Administrative Officer, or to the applicable Committee through the Chief Administrative Officer, or the Committee Chair, as applicable. Verbal reports shall be used as a method of communicating advice to Council or a Committee only on the rare occasion, when time constraints provide no other option. Recommendations/Reports shall be based upon the best information available to Municipal Staff at the time of forwarding the same to Council.
 - g) Municipal staff shall respect that the role of Municipal staff is to advise Council on policy matters. Municipal staff shall further respect that the role of Municipal Council is to receive the advice and then make decisions respecting policy matters. Municipal staff shall

respect the decision of Council, and shall not make disparaging remarks (in or out of Council) about Councillors or individual Council Members opinions.

7. REPORTING BREACHES OF THIS CODE

Members of Municipal Council, citizen appointees on Committees of Council and Municipal staff shall act in accordance with this Code of Conduct. The following procedure shall be followed in reporting a breach of this Code:

Municipal Employees

- a) An employee who wishes to report a breach of this Code or seek clarification as to whether the Code of Conduct was breached shall consult with his/her supervisor.
- b) If a supervisor determines that a breach to this Code has occurred, the supervisor shall report the same to his/her Department Head. The Department Head, in consultation with the Chief Administrative Officer, shall determine what steps shall be taken to rectify the matter, including whether disciplinary action shall be taken.
- c) A Municipal Councillor who wishes to report a breach of this Code by a Municipal Employee, or seek clarification as to whether the Code of Conduct was breached shall do so by consulting with the Chief Administrative Officer.

Municipal Council Members / Citizen Appointees

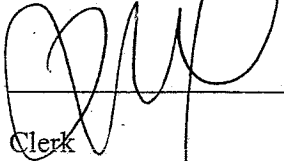
- d) A Municipal Council Member or Citizen Appointee, who wishes to report a breach of this Code by a Council Member or a Citizen Appointee, or seek clarification as to whether the Code of Conduct was breached, shall consult with the Head of Council.
- e) If the Head of Council determines that a breach of this Code has occurred, the Head of Council shall discuss the breach with the Councillor or Citizen Appointee whom made the breach to determine what steps will be taken to rectify the matter.
- f) A Municipal Employee who wishes to report a breach of this Code by a Municipal Councillor or Citizen Appointee, or seek clarification as to whether the Code of Conduct was breached shall do so by consulting with his/her supervisor. Upon receipt of the notice by the employee, the supervisor shall report the same to the Chief Administrative Officer, who, in turn shall refer the matter to the Head of Council.
- g) A Municipal Councillor who wishes to report a breach of this Code of Conduct by the Head of Council shall do so by bringing the matter to Council. The Head of Council shall grant the request to place the item on the Agenda. Council members shall discuss the concern with the Head of Council.

Clerks Annotation for Official Policy Book

Date of Notice of Council Members: September 11, 2007

Date of Passage of Current Policy: October 9, 2007

I certify that this Policy was adopted by Council as indicated above:



Clerk

October 17, 2007
Date