

VILLAGE OF GREENWOOD

Commissioner Code of Conduct Policy

1. This Policy is entitled the “*Commission Code of Conduct Policy*”.
2. The public expects the highest standards of professional conduct from Commissioners elected to local government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Commissioners, The Commission is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Village of Greenwood.
3. Any perceived breach of this Code of Conduct should be reported in writing to the Village Commission. The Commission will appoint an independent entity to investigate the incident. Said entity will report its findings to the Commission in writing, 2021. The report must include a recommendation regarding the validity of the complaint and, where applicable, a recommendation regarding an appropriate sanction.
4. Where the person or entity appointed by the Village determines that a complaint regarding an alleged breach of the village’s code of conduct is frivolous or vexatious, the person or entity may dismiss the complaint.
5. Where the village commission determines that a person has breached the village’s code of conduct, the village commission may impose a sanction prescribed by the regulations as outlined in section 408AE of the Municipal Government Act of Nova Scotia.
6. Standards of Conduct

Commissioners shall uphold the law and at all times:

- a) Seek to advance the common good of the Village as a whole while conscientiously representing the Community they serve;
- b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - (i) Integrity - giving the Village's interests absolute priority over private individual interests;
 - (ii) Honesty - being truthful and open;



- (iii) Objectivity - making decisions based on a careful and fair analysis of the facts;
 - (iv) Accountability - being accountable to each other and the public for decisions taken;
 - (v) Leadership - confronting challenges and providing direction on the issues of the day.
- c) Uphold this Code as a means of promoting the standards of behavior expected of Commissioners and enhancing the credibility and integrity of the Commission in the broader community.

7. Commission Responsibilities

The Commission (or its designated committee) will:

- a) review the Village's Code of Conduct as required and make any amendments considered appropriate;
- b) review, consider or take other action concerning any violation of the Code of Conduct which is referred to Commission for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

8. Commissioner Responsibilities

- a) Conduct to be Observed
Commissioners are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the by-laws of the Village and the Municipality, as well as all applicable provincial and federal laws. As public servants, Commissioners must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

- b) Dedicated Service
All Commissioners should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Commissioners should strive to perform at a level which is expected of those who work in the public's interest.

- c) Respect for Decision Making Process
All Commissioners recognize the responsibility of the Chairperson to accurately



communicate the decisions of the Commission, even if they disagree with such decisions, such that respect for the decision-making processes of Commission is fostered.

d) Disclosure

All Commissioners must disclose to the Village any non-Commission appointed boards or committees of which they are active members. Disclosure of such boards or committees will ensure pecuniary interest is not breached per Section 3 of the *Municipal Conflict of Interest Act*.

e) Conduct at Meetings

Commissioners shall respect the chair, colleagues, staff and Commissioners of the public present during Commission meetings or other proceedings of the Village. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

f) Release of Confidential Information Prohibited

No Commissioner shall disclose or release to 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 the Village to do so. Nor shall Commissioners use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

g) Gifts and Benefits

No Commissioner shall show favoritism or bias toward any vendor, contractor or others doing business with the Village. Commissioners are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the Village personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favor or disadvantage to any individual, staff or organization.

h) Use of Public Property

No Commissioner shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Commissioners shall ensure that the business of the Village is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.

i) Obligations to Citizens

No Commissioner shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

j) Interpersonal Behavior

Commissioners shall treat every person, including other Commissioners, staff, individuals providing services on a contract for service, and the public with dignity,



understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

k) Community Representation

Commissioners shall observe a high standard of professionalism when representing the Village and in their dealings with Commissioners of the broader community.

9. Good Governance

Commissioners accept that effective governance of the Village is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Village to function as a good corporate citizen.

10. Government Relationships

Commissioners recognize the importance of working constructively with other levels of government and organizations in Nova Scotia and beyond, to achieve the goals of the Village.

11. Conflict of interest Avoidance

Commissioners are committed to making decisions impartially and in the best interests of the Village and recognize the importance of fully observing the requirements of the Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

12. Reporting Breaches

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Commissioner or municipal employee who, acting in good faith, brings forward such information.

13. Corrective Action

Any reported violation of the Code will be subject to investigation by an independent person or entity appointed by the Commission. Violation of this Code by a Commissioner may constitute a cause for corrective action. If an investigation finds a Commissioner has breached a provision of the Code, Commission may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Commissioner.

14. Compliance with Code

Commissioners acknowledge the importance of the principles contained in this Code which will be self-regulated by Commission. Commissioners are required to sign a "Statement of Commitment to the Code" (Attachment A) within seven (7) days of taking the Commissioners' oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S. 1989, c. 300.



Appendix A: Statement of Commitment to Commission Code of Conduct

I, _____ declare that as a Commissioner of the Village of Greenwood, I acknowledge and support the Commissioners' Code of Conduct.

Commissioner

Declared this _____ day of _____, 20__.

Before me:

Clerk-Treasurer

Witness

