



VILLAGE OF CHESTER CODE OF CONDUCT POLICY

The Code of Conduct establishes guidelines for the ethical inter-personal conduct of Commission members. The Commission is answerable to the Village of Chester residents through the democratic election process. The Code assists in providing for the good governance of the Village of Chester.

1.0 Standards of Conduct

Members of the Commission shall uphold the law and at all times:

- 1.1** Seek to advance the common good of the village;
- 1.2** Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the core values of:
 - 1.2.1** *Integrity* – giving the village’s interests priority over private individual interests;
 - 1.2.2** *Honesty* – being truthful and open;
 - 1.2.3** *Objectivity* – making decisions based on a careful and fair analysis of the facts;
 - 1.2.4** *Accountability* -being accountable to each other and the public for decisions taken;
 - 1.2.5** *Leadership* – confronting challenges and providing direction on the issues of the day;
- 1.3** Uphold this Code as a means of promoting the standards of behavior expected of Commission members and enhancing the credibility and integrity of the Commission in the broader community.

2.0 Commission Responsibility

The Commission or its designated committee will:

- 2.1** *Conduct to be Observed* – Commission members 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 and policies of the Village as well as all applicable provincial and federal laws. As public servants, Commission members must observe a high standard in conducting their official duties and faithfully fulfilling the responsibilities of their office, disregarding any and all personal interests.



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- 2.2** *Dedicated Service* – All Commissioners shall faithfully work towards developing programs to address the needs of residents and will strive to perform at a level that is expected of those who work in the public’s interest.
- 2.3** *Respect for Decision-making Process* – All Commissioners recognize the responsibility of the Commission Chair to accurately communicate the decisions of the Commission. All Commissioners will show respect and support for the majority decision of the Commission.
- 2.4** *Conduct at Meetings* – Commissioners shall respect the Chair, colleagues, staff and members 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.
- 2.5** *Release of Confidential Information Prohibited* – No commissioner shall disclose or release to any member of the public any confidential information acquired by virtue of his/her office, in either oral or written form, except when required by law or authorized by the Commission 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.
- 2.6** *Gifts and Benefits* – No commissioner shall demonstrate favouritism or bias toward any vendor, contractor or others doing business with the village. Commissioners are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the village either personally, or through a family member or friend, which could give rise to suspicion of influence to show favour or disadvantage to any individual or organization.
- 2.7** *Use of Public Property* – No commissioner shall request the use of village -owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted 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 village resources.
- 2.8** *Obligations to Residents* – No commissioner shall grant any special consideration, treatment, or advantage to any resident or group of residents beyond that which is accorded to all residents.



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- 2.9** *Interpersonal Behaviour* – Commissioners shall treat every person, including other commissioners, employees, 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.
- 2.10** *Community Representation* – Commissioners shall observe a high stand of professionalism when representing the village and in their dealings with members of the community.

3.0 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.

4.0 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.

5.0 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., c.299, s. 1. with regard to the disclosure and avoidance of conflicts of interest.

6.0 Conduct Concerns

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward to the Chair and/or the Clerk Treasurer. No adverse action shall be taken against person(s) who, acting in good faith, brings forward such information. This information will be received in confidence.



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7.0 Corrective Action

Any reported violation of the Code will be subject to investigation by the Commission. Violation of this Code by a commissioner may constitute a cause of corrective action. If the investigation finds a commissioner has breached a provision of the Code, the commission may impose corrective action commensurate with the nature and severity of the breach. This may include a formal warning, reprimand, or such other appropriate action to the commissioner.

Approved: February 12th, 2020

Motion # 20-171



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Statement of Commitment to Commissioner Code of Conduct

I, (full name) _____ declare that, as a commissioner of the Village of Chester, I acknowledge and support this Code of Conduct for Commissioners.

Signed: _____

Declared this ____ day of _____, 2020

Before me: _____

Clerk/Treasurer