



Code of Conduct for Appointed Municipal Officials Policy

Purpose

The purpose of this Code of Conduct is to set forth the standards of behavior expected of members appointed to serve on municipal committees, boards, and commissions. Adherence to these principles ensures accountability, integrity, and public trust.

Scope

This policy applies to all members other than Council members and Town staff appointed by the Town of Mahone Bay Council to committees, boards, commissions, or any other roles where they are appointed to act on behalf of the Town.

The public expects Council appointed members on Committees, Boards, and Commissions to act with integrity and professionalism. This Code of Conduct provides guidance on ethical and respectful behavior, which supports the effective governance of the Town of Mahone Bay.

Terms

General Standards of Conduct

1. *Commitment to Serve:* Members are expected to actively participate in meetings, serve the public interest, and prioritize the needs of the community.
2. *Accountability and Transparency:* Members will conduct all business openly, except as otherwise provided by law. Recommendations and actions must be justifiable to the public, demonstrating responsibility and integrity.
3. *Respectful Conduct:* Members will treat all individuals, including fellow members, staff, and the public, with respect and dignity. Discrimination, harassment, or disrespectful language will not be tolerated.

Responsibilities to the Community

4. *Public Interest:* Members must represent the interests of the entire community, not their personal, business, or other interests.
5. *Transparency and Accessibility:* Members should work to ensure that information regarding meetings, recommendations, and work of committees or boards is accessible to the public and presented in an understandable manner.

Conflict of Interest

6. *Disclosure:* Members must disclose any actual, potential, or perceived conflicts of interest that may arise during their service.
7. *Recusal:* Members should recuse themselves from discussions or votes where they have a conflict of interest.
8. *Personal Benefit:* Members shall not use their position for personal gain or the benefit of family, friends, or business associates.

Recommendation-Making and Conduct During Meetings

9. *Preparation:* Members are expected to come to meetings fully prepared, having reviewed all materials in advance.
10. *Objective Recommendation-Making:* Members shall base their recommendations to Council on a fair assessment of the facts, and in accordance with applicable laws, regulations, and policies.
11. *Respect for the Democratic Process:* Members must respect and support decisions of Council, even if they personally disagree, and should not attempt to undermine or misrepresent decisions publicly.

Confidentiality

12. *Confidential Information:* Members shall respect the confidentiality of information received in their role and refrain from disclosing confidential information without proper authorization.
13. *Appropriate Use of Information:* Members must not use confidential or privileged information for personal gain or to benefit others.

Interactions with Staff and Other Officials

14. *Professional Conduct:* Members are expected to conduct themselves professionally when interacting with municipal staff, elected officials, and other committee members.
15. *Role Boundaries:* Members should respect the roles and responsibilities of municipal staff and refrain from directing, requesting, or demanding actions outside the scope of their advisory role.

Violations and Enforcement

16. *Addressing Violations:* Violations of this Code of Conduct will be reviewed by the Town Council or a subcommittee thereof as appointed by resolution of Council.
17. *Sanctions:* Depending on the severity of the violation, sanctions may include a warning, censure, suspension, or removal from the committee, board, or commission.

18. *Right to Due Process*: Members are entitled to a fair and impartial process when alleged violations are reviewed.

Acknowledgment

19. All members are required to read, understand, and sign this Code of Conduct upon their appointment and annually thereafter.

Repeal

20. On the effective date of this policy, *Chapter 08 Town of Mahone Bay Code of Conduct Policy*, dated December 9, 2008 is hereby repealed

Clerk's Annotation for Official Policy Book	
Date of notice to Council Members of Intent to Consider [minimum 7 days notice]	_____
Date of Passage of Policy	_____
_____	_____
Town Clerk	Date

ATTACHMENT A

**STATEMENT OF COMMITMENT TO TOWN OF MAHONE BAY'S
CODE OF CONDUCT**

I, (Full Name) _____ declare that as a Councillor of the Town of Mahone Bay or as a person appointed to a Committee, Board, or Commission of the Town of Mahone Bay, acknowledge and support the Town of Mahone Bay Code of Conduct.

Signed: _____

Declared this _____ day of _____, in the year _____, before me.

Chief Administrative Officer/Deputy CAO/Town Clerk