

BY-LAW NO. 22-02

A BY-LAW TO REGULATE THE CODE OF CONDUCT OF THE COUNCIL IN THE TOWN OF SAINT ANDREWS

BE IT ENACTED by the Council of the Town of Saint Andrews under the authority vested in it by the *Local Governance Act*, S.N.B. 2017, c.18, as follows:

1. SHORT TITLE

1.1. This By-Law may be cited as the Code of Conduct for Council.

2. PURPOSE AND APPLICATION

2.1. This By-Law applies to all Members of the Town of Saint Andrews Council ("Members"). The purpose of this By-Law is to provide standards for the conduct of Members relating to their roles and responsibilities as elected officials, members of Local Boards and Council Committees of the Town of Saint Andrews including those citizens and/or staff appointed by Town Council.

3. DEFINITIONS

3.1. The following definitions apply to this By-Law:

- 3.1.1. "Act" means the *Local Governance Act*, S.N.B. 2017, c.18, as amended, and accompanying regulations, as amended.
- 3.1.2. "Administration" means the management and operations of the local government, comprising of various departments, divisions, and employees.
- 3.1.3. "Chief Administrative Officer" means of the individual appointed by Town Council resolution or their delegate.
- 3.1.4. "Clerk" means of the individual appointed by Town Council resolution or their delegate.
- 3.1.5. "Complaint" means an alleged contravention of this By-Law.
- 3.1.6. "Council" means the Mayor and Councillors of the local government.
- 3.1.7. "Employees" means all employees of the local government, unionized or not unionized, full-time, part-time, contract or seasonal.
- 3.1.8. "Local Government" means the Town of Saint Andrews.
- 3.1.9. "Member" means a member of the Council and includes the Mayor, Deputy Mayor, and Councillors of the local government.
- 3.1.10. "Undue influence" means behaviour that is characterized by one person taking advantage of a position of power over another person or influence by which a person is induced to act otherwise than by their own free will.

4. STATUTORY FRAMEWORK AND INTERPRETATION

- 4.1. This By-Law provides a framework to guide ethical conduct in a way that upholds the integrity of the local government and the high standards of professional conduct the public expects of its local government elected representatives.
- 4.2. As the conduct of Members is also governed by other legislation, this By-Law is intended to operate with and supplement the common law, existing municipal, provincial, and federal legislation, as amended, including but not limited to:
 - 4.2.1. The *Local Governance Act*, S.B.B 2017, c.18.
 - 4.2.2. The *Right to Information and Protection of Privacy Act*, S.N.B. 2009, c. R-10.6
 - 4.2.3. The *Municipal Elections Act*, S.N.B. 1979, c. M-21.0.
 - 4.2.4. The *New Brunswick Human Rights Act*, R.S.N.B. 2011, c. 171.
 - 4.2.5. The *Occupational Health and Safety Act*, S.N.B. 1983, c. O-0.2.
 - 4.2.6. The *Criminal Code of Canada*, R.S.C. 1985, c. C-46.
 - 4.2.7. Local government By-Laws and Policies.
 - 4.2.8. All other municipal, provincial, and federal laws that may govern the conduct of Members.
- 4.3. Where there is any conflict between this By-Law and the requirements of any federal or provincial law, such federal or provincial laws shall take precedence.
- 4.4. This By-Law also operates with and is intended to supplement any existing and future Town of Saint Andrews policies and operating procedures that may from time to time apply to Members.
- 4.5. This By-Law is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Members are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this By-Law.

5. STATEMENT OF THE VALUES AND PRINCIPLES OF MEMBERS

5.1. Values

- 5.1.1. Members shall perform their function of office with integrity, respect, accountability, leadership, collaboration, public interest, and transparency to the best of their knowledge and ability.
 - 5.1.1.1. **Honesty** – Members shall be truthful and open in their roles as Council Members and as members of the local government they serve.
 - 5.1.1.2. **Integrity** – Conduct under this value and principle holds the public interest, is truthful, trustworthy, and honourable.

- 5.1.1.3. **Confidentiality** – Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position that is not in the public domain.
- 5.1.1.4. **Respect** – Conduct under this value and principle is demonstrated when a Member fosters an environment of trust by demonstrating due regard for the perspectives, wishes, and rights of others and an understanding of the role of the local government.
- 5.1.1.5. **Accountability** – Conduct under this value and principle is demonstrated when Council or Members individually and collectively, accept responsibility for their actions and decisions.
- 5.1.1.6. **Leadership, Collaboration, and Public Interest** – Conduct under this value and principle is demonstrated when Council or a Member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others. Members as community leaders must build and inspire the public's trust and confidence in local government in all their dealings.
- 5.1.1.7. **Transparency** – Conduct under this value and principle is demonstrated when Council communicates appropriate information openly to the public about decision-making processes and issues being considered, encourages appropriate public participation, communicates clearly, allowing for public scrutiny, and providing appropriate means for feedback.

5.2. Principles

- 5.2.1. Members are the keepers of the public trust and shall uphold highest standards of ethical behaviour.
- 5.2.2. Members serve and be seen to serve the welfare and interests of the local government as a whole and the community at large in a conscientious and diligent manner and shall approach decision-making with an open mind.
- 5.2.3. Members are responsible for their decisions. This includes acts of commission and acts of omission. The decision-making processes of Members must be transparent.
- 5.2.4. Members shall demonstrate and promote the principles of this By-Law through their decisions, actions, and behaviour. The behaviour of Members must build and inspire the public's trust and confidence in the local government.
- 5.2.5. Members shall observe the highest standards of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.

6. COUNCIL RESPONSIBILITIES

- 6.1. The Clerk shall provide every Member with a certified copy of this By-Law and every Member will sign a statement of commitment, as per Schedule "A" to this

By-Law, within seven (7) calendar days of this By-Law coming into force, and within seven (7) calendar days of taking the Oath of Office pursuant to the Act.

6.2. Council will:

- 6.2.1. Review this By-Law as required and make any amendments considered appropriate.
- 6.2.2. Review, consider or take other actions concerning any violation of this By-Law which is referred to Council for consideration.

7. BEHAVIOUR OR MEMBERS OF COUNCIL

- 7.1. Members of Council shall conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, Committees of Council, Local Boards, and other bodies to which they are appointed.
- 7.2. Members of Council shall perform their official duties in accordance with:
 - 7.2.1. Act honestly, and in good faith, serve the welfare and best interests of the local government without regard to personal interests.
 - 7.2.2. Perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency.
 - 7.2.3. Conduct themselves in a professional manner with dignity.
 - 7.2.4. Make decisions based on careful and objective consideration and review of the facts.
 - 7.2.5. Ensure that objectivity, impartiality, and transparency are emphasized in decision-making.
 - 7.2.6. Be accountable for the decisions made by the Council.
 - 7.2.7. Respect and comply with the law and avoid conduct that, in the eyes of a reasonable person could be viewed as undermining or has the potential to undermine public confidence in the governance of the local government.
 - 7.2.8. Not use their public office for personal financial benefit.
 - 7.2.9. Not disguise or mislead as to their identify or status as an elected representative of the local government.
 - 7.2.10. At all times, conduct themselves with decorum and act in accordance with the Procedural By-Law, as amended.
 - 7.2.11. Serve and be seen to serve the local government community in a conscientious and diligent manner and shall approach decision making with an open mind.
 - 7.2.12. Ensure that all duties are performed in compliance with federal and provincial laws, as well as By-Laws, policies, and procedures adopted by the local government.

- 7.3. Members shall conduct their dealings with each other in a way that maintains public confidence in the office to which they have been elected, are open and honest, focused on issues rather than personalities, avoid aggressive, offensive, or abusive conduct.
- 7.4. Members shall treat members of the public, other Council Members, local government employees or individuals providing services on a casual or contractual basis with dignity, understanding, and respect.
- 7.5. Members shall promote the governance framework to ensure their work environment is free from discrimination, bullying, offensive and/or derogatory language, and harassment and that they are in compliance with the local government's policies and procedures where applicable.
- 7.6. Members shall respect the Chair, colleagues, and local government administration and members of the public present during Council meetings or other proceedings of the local government. Meetings shall provide an environment of transparent and healthy debate on matters requiring decision-making.
- 7.7. Without limiting the generality of the foregoing, Members shall not:
 - 7.7.1. Make inappropriate comments or gestures to or about an individual where such conduct is known or ought reasonable to be known to be offensive to the person(s) to whom they are directed or about.
 - 7.7.2. Display materials or transmit communications that are inappropriate, offensive, insulting, or derogatory.
 - 7.7.3. Make threats or engage in any abusive activity or course of conduct towards others, including bullying.
 - 7.7.4. Vandalize the personal property of others.
 - 7.7.5. Commit assault of any kind, including making unwanted physical contact, including touching, patting, or pinching.
 - 7.7.6. Refuse to converse or interact with anyone based on any grounds listed in the *Human Rights Act*.

8. RESPECT FOR DECISION-MAKING PROCESS

- 8.1. Decision-making authority lies with Council, and not with an individual Member. A Member must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to the local government administration, agents, contractors, consultants, or other service providers of the local government or prospective vendors.
- 8.2. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making process of Council is fostered.
- 8.3. Members shall conduct and convey Council business in an open and transparent manner other than for those matters which by law are authorized to be kept confidential allowing the public to view the process and rationale which was used to reach decisions or for taking certain actions.

8.4. Members shall exercise their authority to make decisions in a manner that demonstrates fairness, respect for individual differences and opinions, an intention to work together for the common good and in the public interest. Members will demonstrate this in the following ways:

8.4.1. Respecting differing opinions and the right of others to express those opinions.

8.4.2. Refraining from making disparaging comments about other Members, Council's decision-making process or a decision of Council.

8.4.3. Refraining from speculating or reflecting upon the motives of other Members in respect of their actions and decisions as a Member.

9. ADHERENCE TO POLICIES, PROCEDURES, AND BY-LAWS

9.1. Members shall comply with the legislation adopted by the federal and provincial governments and all by-laws, policies, and procedures of the local government.

9.2. Members shall respect the local government as an institution and shall encourage public respect for the By-Laws, policies, and procedures of the local government. A Member must not encourage disobedience of any By-Law, policy or procedure of the local government in responding to a member of the public, as this undermines public confidence in the local government of the rule of law.

10. ORIENTATION AND TRAINING ATTENDANCE

10.1. Every Member must attend orientation training sessions, if offered by the local government, within thirty (30) days after the Member takes the Oath of Office, unless doing so is not practically possible.

10.2. Unless excused by Council, every Member must attend workshops and any other training sessions, organized at the direction of Council, for the benefit of Members throughout the Council term, unless doing so is not practically possible.

11. CONDUCT RESPECTING ADMINISTRATION

11.1. Under the direction of the Chief Administrative Officer, administration serves Council as a whole. No individual Member has executive authority over local government administration.

11.2. Members shall respect the fact that local government administration members work for the local government as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of Council and administering policies and programs of the local government, and that they are required to do so without undue influence from any Member or group of Members.

11.3. Members shall establish and model a respectful workplace where they will not speak disrespectfully about the local government, other Members or employees. While Members may debate issues and promote ideas, they must always maintain decorum.

11.4. Members shall direct inquiries of staff to the Chief Administrative Officer or the appropriate senior management employee as directed by the Chief Administrative Officer.

- 11.5. Members shall respect employees who may present information and provide advice that may not align with their views. Members shall also respect the role of employees to advise based on political neutrality, objectivity and without undue influence from any individual Member. All Members shall show respect for the professional capacities of the employees of the local government.
- 11.6. Employees have a duty and obligation to act impartially and in accordance with prescribed standards of conduct or procedures of the local government. Similarly, employees with professional qualifications have an additional duty and obligation to act in accordance with standards of conduct prescribed for their profession. Members shall refrain from any conduct which may deter, interfere, or unduly influence employees in the performance of such duties and obligations.
- 11.7. A Member must not:
 - 11.7.1. Involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer.
 - 11.7.2. Use or attempt to use, their authority or influence for the purposes of intimidating, threatening, coercing, commending or influencing any administration member with the intent of interfering in their duties.
 - 11.7.3. Maliciously or falsely injure the professional or ethical reputation, or the prospect or practice of administration members.
 - 11.7.4. No Member shall use indecent, abusive, or insulting words or expressions towards employees.
 - 11.7.5. Cause persistent, excessive nitpicking, unjustified criticism and constant scrutiny.
 - 11.7.6. Exclude or ignore an employee, refuse to acknowledge their contributions, undermine their efforts in advancing, promotions or transfers.
 - 11.7.7. Compel employees to engage in partisan political activities or subject employees to threats, discrimination, abuse, intimidation, bullying, or harassment for refusing to engage in such activities.
- 11.8. Members shall not directly or indirectly request, induce, encourage, or aid employees to do something which if done by the Member, would be in breach of this By-Law.
- 11.9. Members shall not require employees to undertake public or private work on behalf of the Member.

12. GIFTS AND BENEFITS

- 12.1. In accordance with the subsections 96 (a), and (b) of the *Local Governance act*, a Member shall not:
 - 12.1.1. Accept any fees, gifts, gratuities, or other benefit that could reasonably be seen to influence any decision made by the Member in the carrying out of the functions as a Member of Council.
 - 12.1.2. For Members personal gain, or for the personal gain of a family associate, make use of the Members position or of any information that is obtained and is not available to the public.

12.2. Members are not precluded from accepting:

- 12.2.1. Compensation or benefit authorized by Council.
- 12.2.2. Rewards, gifts, or benefits not connected with the performance or duties of office.
- 12.2.3. Services provided without compensation by persons volunteering their time.
- 12.2.4. Food, lodging, transportation, and entertainment provided by other levels of government or by the local governments, boards, and commissions.
- 12.2.5. Reasonable quantities of food and beverages consumed at banquets, receptions, ceremonies, and similar events.
- 12.2.6. Token gifts such as souvenirs and commemorative gifts that are given in recognition of service for attending an event.
- 12.2.7. Gifts received as an incident of protocol or social obligation that normally and reasonably accompany the responsibilities of office.

13. USE OF LOCAL GOVERNMENT PROPERTY, RESOURCES, AND SERVICES BY MEMBERS OF COUNCIL

- 13.1. No Member shall make use of or permit use of any local government premises (land, facilities, equipment, supplies, etc.), staff or other resources (computers, networks, websites, social media) other than for carrying out the business of the local government.
- 13.2. Members shall avoid waste and extravagance in the provisions or use of the local governments resources or properties belonging to the local government.
- 13.3. Members shall be transparent and accountable with respect to all expenditures and shall comply with all local government By-Laws, policies, and procedures regarding claims for remuneration and expenses.

14. ELECTION CAMPAIGN

- 14.1. No Member shall use the facilities, equipment, supplies, services or other resources of the local government for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on local government property. No Member shall use the services of persons during working hours in which those persons receive any compensation from the local government.

15. USE OF COMMUNICATION TOOLS AND SOCIAL MEDIA

- 15.1. Members shall use communication tools such as newsletters, websites, telecommunication technologies, and social media in a responsible and respectful matter.
- 15.2. Once posted on social media, any material or comment is accessible to anyone with an internet connection. Furthermore, the content can never be effectively removed. As public figures and representatives of the local government, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality. Care should be exercised in debates or

comments on contentious matters, as feelings and emotions can become inflamed very quickly.

- 15.3. No Member shall attempt to disguise or mislead as their identify or status as an elected representative of the local government when using social media.
- 15.4. No Member shall use social media or other communication tool to public anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way.
- 15.5. Members must not claim to speak on behalf of Council unless authorized to do so.
- 15.6. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor, it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 15.7. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the member personally disagrees with Council's position.
- 15.8. Members must keep in mind they are always representative of the local government, including when engaging in social media activities and Members are encouraged to identify when views expressed are theirs alone and not official local government communications.
- 15.9. Members shall not use communication tools and social media to engage in criticism of other Members of Council, local government employees, or the general public.
- 15.10. Members shall not engage in or encourage bullying, flaming, or shaming of other social media users. These types of interactions on social media misplace the focus of interaction on attacking individuals rather than engaging in constructive discussion or debate. This manner of communication is inconsistent with this By-Law and unbecoming of the office that members hold.
- 15.11. No Member shall make a statement with the intent of misleading Council or members of the public.
- 15.12. No Member shall make a statement they know the statement is false.
- 15.13. Electronic communication devices provided by the local government are the property of the local government, and shall, at all times, be treated as the local government's property. Members are hereby notified that there is no expectation of privacy in the use of these devises and further that:
 - 15.13.1. All emails or messages sent or received on local government devices, as well as emails or messages relating to the public business of the local government sent on private devices are subject to the *Right to Information and Protection of Privacy Act*.
 - 15.13.2. All files stored on local government devices, all use of internal email and all use of internet through the local government's firewall may be inspected, traced, or logged by the local government.

- 15.13.3. In the event of a complaint pursuant to this By-Law, Council may require that any or all of the electronic communication devices provided by the local government to Members may be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or internet connections may be retrieved.
- 15.14. No Member shall use any property, equipment, services or supplies from the local government, including email, internet services, or any other electronic communication device, if the use could be considered offensive, inappropriate, or otherwise contrary to this By-Law.

16. CONFIDENTIAL INFORMATION

- 16.1. Members shall only be entitled to have access to Confidential Information in the possession of the local government that is relevant to matters before Council or that is relevant to their role as Members. Otherwise, Members have the same access right to information as any member of the public.
- 16.2. Members shall not directly or indirectly disclose, release, public, or divulge to any member of the public any Confidential Information in either written or oral form, including personal information as defined under the *Right to Information and Protection of Privacy Act*, or any aspect of deliberation of Council obtained as a Member.
- 16.3. Members shall keep confidential all matters discussed in a meeting of Council where the public has been excluded pursuant to the Act.
- 16.4. Members shall not use Confidential Information, including any knowledge held as a result of their position as a Member that is not in the public domain, including e-mails or correspondence from other Members or third parties, for personal or private gain, or for the gain of any other persons or corporations.
- 16.5. Members may also become privy to Confidential Information received outside an "in-camera" or "closed meeting". Members shall not directly or indirectly disclose, release, or public by any means including social media, to any member of the public, including the media, any Confidential Information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council.
- 16.6. The *Local Governance Act* permits information that concerns personal matters, labour relations, litigation, property acquisition/dispositions, the security of the property of the local government, and matters authorized in other legislation, to remain confidential. For the purposes of this By-Law, Confidential Information also includes this type of information.

17. CONFLICT OF INTEREST

- 17.1. Members have a statutory duty to comply with the requirements of conflict of interest provisions as set out in the *Local Governance Act*.
- 17.2. Members shall be free from undue influence and shall not act or appear to act to gain financial or other benefits for themselves, friends, or family associates.
- 17.3. Members shall not place themselves in a position or obligation to any person or corporation which might reasonably benefit from special consideration or may seek preferential treatment.

- 17.4. Each Member has the individual responsibility to seek independent legal advice, at the Member's sole cost and expense, with respect to any situation that may result in a conflict of interest.

18. GOVERNMENT RELATIONSHIPS

- 18.1. Members recognize the importance of working constructively with other levels of government and organizations in New Brunswick and beyond to achieve the goals of the local government.

19. BUSINESS RELATIONSHIPS

- 19.1. No Member shall act as a paid agent before Council, its Committees, or an agency, board or commission of the local government except in compliance with the terms and conditions outlined in the *Local Governance Act* as amended from time to time.
- 19.2. A Member shall not refer a third party to a person, partnership, or corporation in exchange for payment or other personal benefit.

20. IMPROPER USE OF INFLUENCE

- 20.1. No Member shall use the influence of their office for any purposes other than for the exercise of their official duties.
- 20.2. All Members shall conduct themselves in a manner that reflects the separation of roles and responsibilities between Council, Administration, and the general public, and shall:
 - 20.2.1. Refrain from giving direction to any local government employee or contracted resource, except through the Chief Administrative Officer.
 - 20.2.2. Convey all concerns or requests for action or information directly to the Chief Administrative Officer or, where appropriate, and as agreed by the Chief Administrative Officer, communicate with an employee without committing the local government to any specific course of action, expenditure, or use of municipal resources outside the local government's established policies, procedures, or budget, or otherwise.
 - 20.2.3. Not solicit, demand or accept the services of any local government employee.
 - 20.2.4. Avoid any situations in which a friendship, social relationship or social interaction with an employee may be seen to create undue influence, access to information, conflict of interest, or to undermining the authority of the Chief Administrative Officer.
 - 20.2.5. Not express any opinion on the performance of any local government employee with exception of the formal Chief Administrative Officer and Clerk performance evaluation as specifically required by local government policy, or in good faith, as may be deemed necessary.
 - 20.2.6. Not advocate for the promotion, sanction, or termination of any local government employee.

21. COMPLIANCE WITH THIS BY-LAW

- 21.1. Members are expected to adhere to the provisions of this By-Law. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction or the Minister of Environment and Local Government can do so. Council does, however, have the right to sanction a Member provided that the Member continues to have sufficient access to information and services as to be able to carry out their duties as a Member.
- 21.2. Persons who have reason to believe that this By-Law has been breached in any way are encouraged to bring their concerns forward to the Mayor or Deputy Mayor. No Member shall undertake any act of reprisal or threaten reprisal against a complainant or any other person who, in good faith, provides relevant information in relation to a possible violation of this By-Law.
- 21.3. Any reported violations of this By-Law will be subject to an investigation by Council. Council may retain an external consultant or panel with relevant experience to investigate and provide a report and recommendation to Council. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this By-Law and shall not obstruct any person in carrying out the objectives or requirements of this By-Law or investigating a possible breach of this By-Law.
- 21.4. If any investigation finds a Member has breached a provision of this By-Law, Council may take corrective actions which may include, but are not limited to any of the following:
 - 21.4.1. Letter of reprimand addressed to the Member.
 - 21.4.2. Demand for a public apology.
 - 21.4.3. Public reprimand through a motion of censure.
 - 21.4.4. Removal from membership of a committee.
 - 21.4.5. A requirement to attend training.
 - 21.4.6. Removal as chair of a committee.
 - 21.4.7. Reduction or suspension of remuneration paid to the Member in respect of the Member's services.
 - 21.4.8. Required return of local government property or reimbursement of its value.
 - 21.4.9. Restrictions on access to local government facilities, property, equipment, services and supplies.
 - 21.4.10. Restrictions on contact with local government administration.
 - 21.4.11. Restrictions on how documents are provided to the Member (e.g. no electronic copies, but only watermarked paper copies for tracking purposes).

22. REPEAL AND EFFECTIVE DATE


- 22.1. By-Law No. 19-11, A By-Law to Regulate the Code of Conduct of Council in the Town of Saint Andrews is hereby repealed.

22.2. This By-Law shall come into force and effect upon receiving Third and Final Reading and be signed.

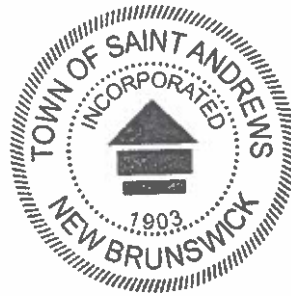
READ FOR THE FIRST TIME THIS	21st DAY OF	MARCH,	2022
READ FOR A SECOND TIME THIS	4th DAY OF	APRIL,	2022
READ FOR A THIRD TIME THIS	2nd DAY OF	MAY,	2022



Brad Henderson, Mayor



Paul Nopper, Clerk – Senior Administrator



SCHEDULE "A"

STATEMENT OF COMMITMENT TO THE CODE OF CONDUCT

I, (Full Name) _____ declare that, as a member of the Town of Saint Andrews Council, I have read and support By-Law No. 22-02, A By-Law to Regulate the Code of Conduct of the Council of the Town of Saint Andrews for Elected Officials.

Signed: _____

Declared this _____ day of _____, 20____

Before me:

_____, Clerk