



**By-Law No. 601.01, A Code of Conduct By-Law for the Council of the Town of Woodstock**

BE IT ENACTED by the Council of the Town of Woodstock, under authority vested in it by the Local Governance Act, S.N.B. 2017, c.18, amendments thereto and regulations thereunder, as follows:

**PART 1  
CODE OF CONDUCT**

**1. Values**

Members of Council must perform their functions of office with honesty, integrity, objectivity, impartiality and accountability.

**1.1. Honesty**

- a. Members of Council have a duty to act truthfully, respectfully, politely and in good faith to serve the welfare and interest of the Town of Woodstock as a whole.
- b. Members of Council must be open to having frank, courteous and respectful communications with fellow members, staff and the public.

**1.2. Integrity**

- a. Members of Council have a duty to perform their functions of office with integrity, accountability and transparency.
- b. Members of Council must always conduct themselves in a professional manner on municipal, regional and other institutions to which they are associated.

**1.3. Objectivity**

- a. Members of Council have a duty to communicate appropriate information openly to the public about decision-making processes and issues being considered.
- b. Members of Council must encourage public participation where appropriate, communicate clearly and allow for public scrutiny and feedback.

**1.4. Impartiality**

- a. Members of Council have a duty to serve and be seen to serve the welfare and

interests of the Town of Woodstock as a whole in a conscientious and diligent manner.

- b. Members of Council must carry out their duties in accordance with all applicable legislation, bylaws and policies pertaining to their position as an elected official.

### **1.5. Accountability**

- a. Members of Council have a duty to always conduct themselves in a professional and accountable manner.
- b. Members of Council must accept responsibility for their individual actions and decisions and be respectful of decisions made by Council as a whole.

## **2. Conflict of Interest**

- 2.1.** Subject to subsection (2), each member of Council must be familiar with the conflict-of-interest provisions under Part 8 of the *Local Governance Act*.
- 2.2.** Each member of Council must complete schedule "A" within one (1) month of coming into office or the coming into force of this by-law.

## **3. Behaviour**

- 3.1.** Members of Council have a duty to treat fellow Councilors, staff and the public with respect, concern and courtesy.
- 3.2.** Members of Council must not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles.
- 3.3.** Members of Council shall respect the chair, fellow members, staff and the public present during meetings to provide an environment for transparent and healthy debate on matters requiring decision-making.
- 3.4.** Members of Council must not use indecent, abusive, or insulting words or expressions toward any other member, staff or the public.
- 3.5.** Members of Council must not use, or attempt to use, their authority or position to influence staff with the intent of interfering in their duties.
- 3.6.** Members of Council must not maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff.

- 3.7. Members of Council must avoid forming “alliances” with other Councillors for the purpose of controlling Council meetings, agendas or outcomes.
- 3.8. In addition to (3.1) through (3.7), a member of Council
  - a. must not use their position for any purpose other than the exercise of their official duties, and
  - b. must be familiar with the relevant federal and provincial laws and the Town of Woodstock by-laws, policies and procedures, including, without limitation, the *Right to information and Protection of Privacy Act*.

#### **4. Use of property, resources, and staff relations**

- 4.1. Members of Council must not request or permit the use of property, resources and services for personal convenience or profit, except where such privileges are granted to the public.
- 4.2. Members must ensure that the business of the Town of Woodstock is conducted with efficiency while avoiding waste, abuse and extravagance when providing or using municipal resources.
- 4.3. In addition to (4.1) and (4.2), a member of Council must not use the Town of Woodstock property, resources and services that is:
  - a. unreasonable or for purposes other than those intended,
  - b. for their personal gain, or
  - c. in support of a candidate in a local government election.
- 4.4. Members of Council should direct all questions regarding the general operations of the Town through the Clerk, Mayor, and CAO and refrain from giving direction to staff directly.
- 4.5. Members of Council should direct any opinion on performance of any municipal staff member through the Clerk, Mayor, and CAO to ensure all employee relations matters maintain proper confidentiality and follow proper performance evaluation procedures.

#### **5. Public communications**

- 5.1. Members of Council recognize that the Mayor or, if unavailable, the Deputy Mayor speaks on behalf of Council.
- 5.2. Members of Council acknowledge that official information related to the decisions of Council will be communicated by the Mayor or, if unavailable, the Deputy Mayor, to the public and the media.

- 5.3. Members of Council have a duty to accurately communicate the decisions of Council, even if they disagree with Council's decision to foster respect of the decision-making process.
- 5.4. Members of Council recognize they are always representatives of the Town of Woodstock including when engaging in social media activities. Where members provide a personal view or opinion, they shall take steps to ensure such views are not construed to be those of the Town or Council as a whole.
- 5.5. Members of Council should act with discretion and be judicious in what material they post on social media as with other communication members are accountable for content and confidentiality.
- 5.6. In addition to (5.1) through (5.5), a member of Council must not
  - a. make a statement that the member knows or reasonably ought to know
    - i. is false or misleading with respect to a material fact or omits to state a material fact, the omission of which makes that statement false or misleading, or
    - ii. is defamatory to a member of Council, an officer or employee of the Town of Woodstock or a member of the public, and
  - b. discloses confidential information of which the member becomes aware in the exercise of the member's duties concerning
    - i. the property, personnel or legal affairs of the Town of Woodstock, or
    - ii. a member of Council, an officer or employee of the local government or a member of the public.

## **6. Applicable laws**

Each member of Council must comply with applicable federal or provincial law or the Town of Woodstock by-laws, policies and procedures in the performance of their duties.

## **7. Gifts and Favours**

A member of Council may not accept gifts or gratuities unless otherwise authorized by Council or it is an item normally given in the course of business, such as small mementos that do not typically have a substantial influence or monetary value.

## **8. Use of Communication Tools**

- 8.1. Electronic communication devices provided by the Town of Woodstock are the

property of the Town, and shall, at all times, be treated as the Town's property. Members of Council are advised there is no expectation of privacy in the use of these devices and further that

- a. members of Council are required to acknowledge and sign out electronic communication devices provided to them for the duration of their Council term; a copy of which is attached hereto as schedule "B"; which form may be amended from time to time by resolution of Council, and
- b. all emails, messages or documentation sent, received or created on Town devices, as well as emails, messages or documentation relating to the business of the Town received by mail, hand-delivered or email; sent/received on private devices or through personal email accounts, are considered records of the Town; are subject to the *Right to Information and Protection of Privacy Act*; and copies shall be provided to the Clerk's office upon request, and
- c. all files stored on Town of Woodstock devices, all use of email and internet through the Town's firewall may be inspected, traced or logged by the Town.

## **PART 2 COMPLAINTS**

### **9. Complaints**

Nothing prevents a person who believes a member of Council has contravened this by-law from first discussing it with the member.

#### **9.1. Filing a Complaint**

- a. Any person may submit a complaint that a member of Council has violated this by-law by using the complaint form found in schedule "C".
- b. All complaints under (a) must be filed within 45 days of the date when the member is alleged to have contravened the by-law.
- c. The complaint must be filed with the clerk's office, which must then be promptly forwarded to the Mayor for an initial review.
- d. If the complaint involves the Mayor, the Deputy Mayor shall conduct the initial review. If the Deputy Mayor is also unable to consider the complaint, the Clerk's office shall ask Council to select another member.

#### **9.2. Initial Review**

- a. Upon receiving a written complaint, the Mayor shall:
  - i. notify the Member who is the subject of the complaint of the allegations made therein; and
  - ii. review the written complaint as presented
- b. If, after conducting their initial review, the Mayor concludes that the complaint as presented is filed after the required time period, the Mayor shall summarily

- dismiss the complaint.
- c. If the Mayor summarily dismisses the complaint, the decision shall be provided in writing to both the complainant and member of Council and set out the reasons why the complaint will be dismissed.
  - d. If the complaint is not summarily dismissed, the Mayor must refer the complaint to the clerk's office, who shall bring the matter before Council at a regular meeting.
  - e. Either decision under (c) or (d) must be completed within 7 days of receiving the complaint.

## **10. Initial Review by Council**

- 10.1.** If, after conducting their initial review, the Council concludes that the complaint as presented:
  - a. is, on its face, devoid of merit;
  - b. references an action or conduct that, even if committed, is clearly not a matter covered by this by-law; and/or
  - c. is frivolous, vexatious or made for an improper purpose, the Council shall summarily dismiss the complaint.
- 10.2.** If the Council summarily dismisses the complaint, the decision shall be provided in writing to both the complainant and member of Council and set out the reasons why the complaint will be dismissed.
- 10.3.** If the complaint is not summarily dismissed, the Council must decide whether it will investigate or refer the matter to an external consultant with relevant experience to conduct an investigation and provide a report and recommendation to Council.
- 10.4.** A report under (10.3) must be returned to Council within 3 months of Council's decision.

## **11. Investigation by Consultant**

- 11.1.** An external consultant appointed by Council under (10.3) must
  - a. meet with or otherwise communicate with the complainant to obtain whatever additional information, submissions and documentation they wish to provide,
  - b. meet with or otherwise communicate with the Member who is the subject of the complaint to obtain whatever additional information, submission and documentation they wish to provide,
  - c. meet with or otherwise communicate with any others who might have knowledge of the complaint matter and consider any other material deemed relevant and
  - d. explore with the complainant and Member if the complaint can be resolved in a satisfactory manner.

- 11.2.** If the complainant or Member refuses or fails to meet or otherwise communicate with the consultant under (11.1), the consultant must proceed with their review and produce a report detailing their findings, conclusions and recommendations.

## **12. Investigation by Council**

- 12.1.** If Council conducts the investigation, the clerk will schedule a closed meeting where the complainant and member of Council will be invited to attend and answer questions or clarifications from Council.
- 12.2.** In the closed session under (12.1), both the Member and complainant will have a right to be represented by counsel.
- 12.3.** If Council under (12.1) determines that a member has potentially violated this by-law, it must provide reasons to support such a determination in a report and direct that it be considered at a public meeting.

## **13. Report**

A report produced under (11.2) or (12.3) must be prepared in a manner to address applicable privacy concerns and confidential information, including having due regard for the *Right to Information and Protection of Privacy Act* and matters that may have been before Council in a closed meeting under 68 of the *Local Governance Act*.

## **PART 3 COUNCIL DECISION**

## **14. Council Decision**

- 14.1.** A report received under (10.4) or (12.3) must be brought before Council at its next meeting.
- 14.2.** Subject to (14.3) and (14.4) below, Council must
- a. review the report and
  - b. when the review is finished, hold a vote
    - i. to determine whether the member of Council breached the code of conduct, and
    - ii. to pass a resolution respecting the appropriate corrective action, if any
- 14.3.** If the report under (14.1) deals with any of the matters referred to in subsection 68(1) of the *Act*, the public may be excluded from the meeting for the duration of the review under (14.2)( a).
- 14.4.** The affected member of Council shall not participate in any vote held under (14.2)(b).

**PART 4  
CORRECTIVE ACTIONS**

**15. Corrective Actions**

- 15.1 Subject to (15.2) and in the case of a breach of a provision of the code of conduct, Council may impose any corrective actions it deems appropriate, including, but not limited to,
- a. requiring that the member of Council issue a letter of apology,
  - b. requiring that the member of Council attend training or counselling as directed by Council,
  - c. suspending the member of Council from exercising the powers or performing the duties conferred under section 48 of the *Act*,
  - d. reducing or suspending the member of Council's remuneration for the duration of any suspension imposed under paragraph (c), and
  - e. reducing or suspending the member of Council's privileges, including travel or the use of resources, services or property of the local government.
- 15.2. A corrective action under paragraph (15.1)(c) or (15.1)(e) shall not be imposed for a period longer than the maximum period prescribed for a suspension under the *Local Governance Commission Act*.

**PART 5  
STATEMENT OF COMMITMENT**

**16. Statement of Commitment**

- 16.1.** Members of Council acknowledge the importance of the principles contained in this by-law.
- 16.2.** Members of Council commit to participating in all local orientation sessions. All members are encouraged to attend orientation sessions, both in-person and online, provided by the province and other recognized organizations, such as the Union of Municipalities of New Brunswick. All members are encouraged to attend training opportunities that may be provided during their term.
- 16.3.** Members of Council acknowledge the importance of the principles contained in this by-law. Members are required to sign a “Statement of Commitment to the Elected Officials Code of Conduct By-law”, attached hereto schedule “D”, within ten (10) business days of taking the Oath of Office pursuant to section 58 of the *Local Governance Act*, or within ten (10) business days of this by-law coming into force.

16.4. This by-law shall be reviewed at minimum prior to each quadrennial election.

**PART 6**  
**EFFECTIVE DATE and REPEAL**

**17. Effective Date and Repeal**

**17.1.** This by-law shall come into force on the date it is passed, signed and sealed.

**17.2.** By-Law No. 601 entitled "A CODE OF CONDUCT BY-LAW FOR THE COUNCIL OF THE TOWN OF WOODSTOCK" enacted on December 13, 2022, and all amendments thereto, is hereby repealed and of no further force and effect.

First Reading: March 24, 2026

Second Reading: April 14, 2026

Third Reading: \_\_\_\_\_

\_\_\_\_\_  
Trina Jones, Mayor

\_\_\_\_\_  
Christine Jewett, Clerk

**Schedule "A"**  
**DECLARATION OF FAMILIARITY**  
**WITH THE**  
**CONFLICT OF INTEREST PROVISIONS**

I, (Full Name, please print) \_\_\_\_\_ declare that, as a member of Council,

I have read and understood Part 8 of the *Local Governance Act* regarding conflicts of interest, I commit to respecting those requirements,

I understand that any breach to those requirements may be investigated and sanctioned by Council and the *Local Governance Commission* and

I understand that any violation to this by-law may constitute an offence or penalty as per section 97 of the *Local Governance Act* within three (3) years on which the offence was, or is alleged to have been, committed.

Declared on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature

Before me \_\_\_\_\_  
Clerk

A copy of this declaration is filed with the Clerk's office and may be subject to requests under the *Right to Information and Protection of Privacy Act*.

**Schedule “B”  
ACKNOWLEDGEMENT OF COMMUNICATION  
DEVICES**

The Town of Woodstock provides laptops to Council members for Town business. These laptops belong to the Town, and therefore the following conditions apply to their use:

1. You may be requested to return the laptop for servicing/upgrades from time to time.
2. If you create a password to lock the laptop, it should be given to the Town Clerk. Failure to do so could result in the loss of personalization of the device should Woodstock staff need to service the device.
3. Be aware that Town-issued devices are subject to search requests received under the *Right to Information and Protection of Privacy Act (RTIPPA)*. No email accounts other than the assigned @WoodstockNB.ca account assigned will be permitted on the laptop.
4. Be aware that any personal information stored on the laptop may be visible to Woodstock staff and is subject to searches under *RTIPPA*. It is strongly recommended that you restrict personal use of the laptop. Should the laptop be found to have been used for any illegal activity, you will lose access to the device and be reported to the appropriate authorities.
5. You **MUST** return the laptop to the Town Hall prior to an election, whether or not you are re-offering, or upon your departure from Council for any other reason. In the event the device is not returned, it will be de-activated, and you will be charged the cost of a replacement.
6. You are responsible for the care of the laptop and must return the equipment in working order at the end of your term.
  - a. Should the equipment malfunction during the length of your term, through no fault of your own, it will be repaired or replaced with a suitable piece of equipment at no cost to you.

By signing this document I agree to the terms and conditions listed above.

Declared on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

Before me \_\_\_\_\_  
Clerk

A copy of this declaration is filed with the Clerk's office and may be subject to requests under the *Right to Information and Protection of Privacy Act*.

**Schedule "C"**  
**COMPLAINT FORM**

This complaint is against what member(s) of Council?

\_\_\_\_\_

What section(s) of this by-law do you believe has(have) been violated?

\_\_\_\_\_

When was the by-law contravened?

\_\_\_\_\_

Facts: Why do you believe a member of Council has contravened the by-law. Include the date, time and location of the conduct, details and names of ail persons involved, as well as any witnesses and their contact information.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach extra page if necessary.

By signing below,

I understand that this form may be sent to the member(s), Council, an external consultant and the *Local Governance Commission* and

I certify having personal knowledge of the facts as laid out in this form and declare that the information is true and accurate to the best of my knowledge.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please provide your name, complete address and how to reach you (telephone, cell and email):

Name (please print): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This complaint may be subject to requests under the *Right to Information and Protection of Privacy Act*.

**Schedule "D"**  
**STATEMENT OF COMMITMENT**

I, (Full Name please print) \_\_\_\_\_ declare that, as a member of the Town of Woodstock Council, I acknowledge receipt of and have read the A Code of Conduct By-Law for the Council of the Town of Woodstock.

Declared on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

Before me \_\_\_\_\_  
Clerk

A copy of this declaration is filed with the Clerk's office and may be subject to requests under the *Right to Information and Protection of Privacy Act*.