

1. CODE OF CONDUCT

1.1. Representing the Commission

1.1.1. All Board members shall:

- 1.1.1.1. Work for the common good of the Member's residents and taxpayers while promoting the public interest and advancing the mandate and long-term interests of Members.
- 1.1.1.2. Conduct Board business in an open and transparent manner that promotes public confidence and trust, recognizing that an individual Board member cannot exercise individual authority over the Commission.
- 1.1.1.3. Exercise their duties with care, diligence, and skills that a reasonably prudent person would exercise in comparable circumstances.
- 1.1.1.4. Exercise their duties by placing the interests of the Commission ahead of their personal interests; and
- 1.1.1.5. Exercise their duties in an impartial manner, making decisions based on objective criteria, rather than on the basis of bias or prejudice.

1.2. Communicating on Behalf of the Commission

1.2.1. The Chair, or in their absence the Vice-Chair, is the official spokesperson for the Commission.

1.2.2. All Board member acknowledge that official information related to the decisions of Board will be communicated to the community and the media on behalf of the Board as a whole.

1.3. Respecting the Decision-Making Process

1.3.1. All Board member shall:

- 1.3.1.1. Foster respect for the democratic decision-making process; and
- 1.3.1.2. Work towards effective and consistent implementation of the positions and/or decisions of the Board.

1.4. Adherence to Policies, Procedures and Bylaws

As the Commission's stewards and decision makers, all Board members shall respect, and adhere to, the established policies, procedures, and bylaws of the Commission, showing commitment to performing their duties and functions with care and diligence.

1.5. Respectful Interaction with Board members, Staff, the Public and Other Members of Society

1.5.1. All Board members shall:

- 1.5.1.1. Treat fellow Board members, Administration/Staff and the public with respect, concern and courtesy and not engage in discrimination, bullying, harassment or use of derogatory language towards others in their roles as Board members.

- 1.5.1.2. Demonstrate the highest standards of personal integrity and honesty.
- 1.5.1.3. Communicate and work with all fellow Board members in an open, transparent and honest manner promoting a spirit of cooperation by listening to and respecting those opinions that may differ.
- 1.5.1.4. Avoid forming “alliances” with other Board members for the purpose of controlling Board meetings, agendas, or outcomes; and
- 1.5.1.5. Use communication tools and social media in a professional and appropriate manner only to promote the approved objectives of the Board and not to attempt to reflect on Board decisions or disparage or criticize other Board members or staff. Derogatory, defamatory, discriminatory, indecent, obscene, or false comments shall not be posted.

1.6. Confidential Information

All Board members shall hold in strict confidence all information concerning matters deemed confidential and shall not, either directly or indirectly, release, make public or in any way divulge any information which is deemed to be confidential unless expressly authorized by the Board or required by law to do so.

1.7. Conflict of Interest

For the purposes of this by-law, conflict of interest provisions shall be in accordance with section 21 of Regulation 2012-109 under the Act.

1.8. Improper Use of Influence

1.8.1. All Board members shall, at all times, conduct themselves in a manner that reflects the separation of roles and responsibilities between the Board and Administration, and shall:

- 1.8.1.1. Refrain from giving direction to any Commission employee or contracted resource, except through the CEO.
- 1.8.1.2. Convey all concerns or requests for action or information directly to the CEO or, where appropriate, and as agreed by the CEO, communicate with an officer without committing the Commission to any specific course of action, expenditure, or use of Commission resources outside of the Commission’s established policies, procedures, or budget, or otherwise.
- 1.8.1.3. Not solicit, demand, or accept the services of any Commission employee.
- 1.8.1.4. Avoid any situation in which a relationship (ex. friendship, social relationship, or social interaction) with a member of staff may be perceived to create undue influence, access to information, conflict of interest, or to undermine the authority of the CEO.
- 1.8.1.5. Not express any opinion on the performance of any Commission employee unless through a formal performance evaluation; and
- 1.8.1.6. Not advocate for the promotion, sanction, or termination of any Commission employee.

1.9. Use of Commission Assets and Services

1.9.1. No Board member shall use or attempt to use Commission’s property, funds, services, or information for personal benefit or the benefit of any other individual.

1.9.2.No Board member shall use the Commission's assets including cell phones or email accounts for provincial or federal political activity.

1.10. Orientation and Other Training Attendance

All new Board member must attend the local government orientation sessions. All Board members are encouraged to attend training opportunities that may be provided during their term.

1.11. Complaints

1.11.1. Any person, in good faith, may report a perceived wrongdoing or make a complaint alleging a breach of the Council Code of Conduct by a Board member.

1.11.2. All reasonable attempts shall be made to keep the reports and complaints confidential until full investigation is completed in order to protect a Board member and a complainant.

1.11.3. The report or complaint shall be in writing outlining the nature and specifics, be dated, include a name of the complainant, signed, addressed to the Chairperson (or in the case of perceived wrongdoing of the Chairperson, to the Vice Chair), and marked "confidential". The complaint may be mailed, emailed, or hand-delivered to the Commission's office. All received complaints shall be included in the in-camera session of a regular Board meeting for the Board's perusal upon receiving it.

1.11.4. An anonymous report or complaint shall not be considered valid.

1.11.5. Depending on the nature of the complaint, the Board may:

1.11.5.1. Dismiss the report or complaint as invalid.

1.11.5.2. Request legal opinion regarding the report or complaint.

1.11.5.3. Request that legal counsel investigate the complaint and report to the Board through the Chairperson (or in the case of perceived wrongdoing by the Chairperson, through the Vice Chair).

1.11.5.4. If the complaint is determined to be valid by the majority of the Board or through independent legal advice, the Board may impose sanctions, defining the specific action to be taken by a motion.

1.12. Sanctions

1.12.1. The Board may impose sanctions on a Board member who contravenes the Commission's Code of Conduct in the following forms:

1.12.1.1. A letter of reprimand.

1.12.1.2. Requesting a letter of apology.

1.12.1.3. Requesting to attend training.

1.12.1.4. Suspension or removal of the Chairperson or Vice Chair as official spokesperson for the Board.

- 1.12.1.5. Suspension or removal from some or all Board committees and bodies to which Board has the right to appoint members.
- 1.12.1.6. Restricting the privileges of attending conferences and workshops at the Commission's expense.
- 1.12.1.7. Reduction or suspension of remuneration as the Board may deem appropriate.