



DIRECTORS CODE OF CONDUCT

Department	Board	Policy No.	0340-009
Section	General	Date Approved by Board	October 24, 2013
Repeals		Board Resolution #	RD/13/10/04 (24)

Amended	April 9, 2020	Board Resolution #	RD/20/04/12
Amended	March 9, 2023	Board Resolution #	RD/23/03/15
Amended		Board Resolution #	

Repealed		Board Resolution #	
----------	--	--------------------	--

1. Purpose

- 1.1 The *Local Government Act* and *Community Charter* sets out the powers given to local government. The *Community Charter* also establishes ethical standards for elected officials, including issues related to conflict of interest.

Building on the provisions of the *Community Charter*, this Code of Conduct establishes further standards for the Chair and Directors of the Peace River Regional District (PRRD) Board, and is designed to ensure that Board members aspire to the highest standards of public service integrity when representing the PRRD.

2. Scope

- 2.1 This Statement of Policy applies to the PRRD Chair, Board of Directors, and Alternate Directors during PRRD Board and Committee meetings, and outside of PRRD meeting settings when they are representing the PRRD.

3. Definitions

- 3.1 *Alternate Director*: refers to a member of the Regional Board as defined in the *Local Government Act*.
- 3.2 *Board*: refers to the governing and executive body of the Regional District constituted as provided in the *Local Government Act*.
- 3.3 *Chair*: refers to the Director elected as Chair of the Regional Board pursuant to the *Local Government Act*.
- 3.4 *Director*: refers to a member of the Regional Board as defined in the *Local Government Act*.



- 3.5 *Vice Chair*: refers to the Director elected as vice chair of the Regional Board under the PRRD Procedure Bylaw.

4. Policy

4.1 Conduct Respecting Directors

- a) Directors must be respectful to fellow Directors during discussion and debate at all PRRD-related meetings, and in all situations where they are representing the PRRD.
- b) Directors must acknowledge that their fellow Directors' opinions are all equal at the PRRD Board table.
- c) Directors shall actively debate the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when voicing their opinions on a decision.

4.2 Conduct Respecting Staff

- a) Directors must respect that all direction to staff must go through the Chief Administrative Officer or designate.
- b) Directors must be respectful of the fact that, with the exception of the Chair's duties as the CEO under the *Local Government Act*, staff work for the PRRD as a body corporate, and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual Director or group of Directors.
- c) Directors must be respectful of the fact that staff carry out directions of the Board and administer the policies of the PRRD, and are required to do so without any undue influence from any individual Director or group of Directors.
- d) Directors must not maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff.
- e) Directors must show respect for the professional capacities of the staff of the PRRD.

4.3 Conduct at Meetings

- a) Directors must conduct themselves with decorum in accordance with the provisions of the PRRD Procedure Bylaw.
- b) Respect for delegations, fellow Directors, and staff requires that all PRRD Directors show courtesy and not distract from the business of the PRRD during presentations and/or when other Directors have the floor.
- c) Directors expect respectful behavior from fellow Directors, staff, delegations, and all members of the public when attending PRRD Board and Board related meetings; this



includes before, during, and after such meetings. All disrespectful behavior from any party listed will be handled at the discretion of the Chair, Vice Chair, or designate.

4.4 Conduct of a Political Nature

- a) No Director shall use PRRD facilities, services, or property for their (re)election campaigns.
- b) No Director shall use the services of PRRD staff for their (re)election campaigns during hours in which staff are in the paid employment of the PRRD. Any services that staff perform for Directors, outside of work, for their (re)election campaigns is to be done on a voluntary basis.

4.5 Conduct While Representing the Regional District

- a) Directors must make every effort to participate diligently in the activities of the various committees, commissions, and/or outside agencies to which they are appointed.
- b) PRRD Directors must abide by this Code of Conduct in all settings while representing the PRRD.
- c) While they conscientiously represent the Electoral Area's or Municipalities, Directors serve while seeking to advance the common good of the region as a whole.

4.6 Confidentiality of Information

- a) Directors must be as transparent as possible with the public concerning the conduct of the PRRD's business, while respecting the need to protect information that is designated as confidential.
- b) Confidential information will only be shared with individuals authorized to receive it.
- c) The provisions of the *Freedom of Information and Protection of Privacy Act* will be respected, especially with respect to the protection of personal or private business information.
- d) Directors will not disclose or discuss details of any person or organization being considered for employment or contract, except with those officials directly involved in the selection process.
- e) Directors must not discuss Closed Meeting items with individuals not involved in the Closed Meeting discussion, and may only discuss Closed Meeting information and/or items with those that have been authorized to be informed by Board Resolution.



Breaches, Complaint Handling and Disciplinary Action

- f) Directors are to abide by the requirements of the *Community Charter*, the PRRD Procedure Bylaw, and this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith.
- g) Alleged breaches of this Code of Conduct by Directors shall be submitted in a written complaint addressed to the Chair and/or the Chief Administrative Officer within six (6) months of the last alleged breach. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Vice-Chair.
- h) Upon receipt of a complaint, the Chair or Vice-Chair shall, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the “Third Party Investigator”). The Third Party Investigator:
 - i. May conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed.

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:
 - ii. conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - iii. Provide an investigation update within ninety (90) days of his or her appointment to the Chair or Vice-Chair, as applicable, and to the Complainant and the Respondent;
 - iv. Provide a written, confidential report (the “Report”) of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Chair or Vice-Chair, as applicable, and to the Complainant and the Respondent; and
 - v. Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
 - dismissal of the complaint; or
 - public censure of a Director for misbehaviour or a breach of this Code of Conduct; or



- a requirement that a Director apologize to any person adversely affected by a breach of this Code of Conduct;
- counselling of a Council Official or Officials; and/or
- such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.

Affiliated Procedure	
----------------------	--