



Directors Code of Conduct

Department	Board	Policy No.	0340-20-21
Section	General	Date Approved by Board	October 24, 2013
Repeals		Board Resolution #	RD/13/10/04 (24)

Amended		Board Resolution #	
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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, Committee, and Commission meetings, and outside of PRRD meeting settings when they are representing the PRRD.
- 2.2 Members of the public appointed to represent the PRRD on any committee or commission are also governed by this Policy, and any additional direction included in the committee/commission terms of reference or mandate.

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. At the conclusion of discussion and debate, the Board opinion **will** be with the majority.

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 in any general local government election or by-election.**
- b. No **Director** shall use the services of **PRRD staff** for their **(re)election campaigns in any general local government election or by-election 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. This does**



not include bids for positions on any association or board that a PRRD Board member is nominated to by the Peace River Regional District (such as NCLGA or UBCM).

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.

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.**

4.7 Breaches, Complaint Handling and Disciplinary Action

- a. 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.
- b. 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.
- c. Upon receipt of a complaint, the Chair or Vice-Chair may, within thirty (30) days, appoint an independent third party identified by and agreed to between the Complainant(s) and Respondent(s) as having the necessary professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator").
- d. The Third Party Investigator:
 - i. May conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine either to continue the investigation or



make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed.

e. If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- i. 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;
- ii. 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;
- iii. 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
- iv. 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	
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Disclaimer: Federal and Provincial Acts, Legislation, and Law supersede this policy