



Policy & Procedure Manual

Policy No. 1.16 (BP-Board Code of Conduct)

Board Code of Conduct

Purpose

The *Local Government Act* and the *Community Charter* set out the powers given to local governments. The *Community Charter* contains confidentiality and conflict of interest provisions that apply to all local governments. Building on the provisions in the *Community Charter*, the Board Code of Conduct establishes further standards for the Squamish-Lillooet Regional District (the “SLRD”) Board and is intended to ensure that all Board directors aspire to the highest standards of public service integrity.

Mission Statement and Principles

The SLRD’s mission statement is: “To enhance the quality of life of constituents through the facilitation of regional and community services for the benefit of present and future generations.”

To help achieve this goal, directors must strive to uphold the following principles:

- Public business is conducted with integrity, in a fair, honest and open manner;
- Directors respect one another, members of the public, the Chief Administrative Officer (“CAO”) and SLRD staff, recognizing the unique role and contribution each person has in making the SLRD a better place in which to work and live;
- In the performance of their duties, the conduct of directors is above reproach; and
- The decision-making process is accessible, participatory, understandable, timely and just, in addition to the meeting all requirements of applicable legislation.

Policy

To this end, the SLRD Board has adopted the Board Code of Conduct applicable to directors and their alternate directors (collectively “Directors” or individually “Director”) of the SLRD. The following standards are not intended to be exhaustive. Recognizing that the SLRD seeks to enhance the quality of life for all constituents, Directors must conduct their business with integrity in a fair, honest and open manner.

1. Compliance with Law

Directors must comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include (but are not limited to): *Constitution Act*, *Criminal Code*; *Human Rights Code*; *Local Government Act*, *Community Charter*, *Freedom of Information and Protection of Privacy Act*, laws pertaining to financial disclosures; laws pertaining to employer responsibilities; and SLRD bylaws and policies.

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2. Respect for Process

Directors must:

- perform their duties in accordance with policies, procedures and rules of order of the Board that govern:
 - deliberation of public policy issues;
 - meaningful involvement by members of the public; and
 - Board and committee meetings.
- in their capacity as committee members, be aware of and act in accordance with the mandate of their respective committees.

3. Conduct of Directors

a) General

The conduct of Directors in the performance of their duties must be fair, open and honest. Directors must refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Directors, individual SLRD staff members and members of the public. Directors must:

- treat other Directors, SLRD staff and members of the public with respect;
- be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties; and
- be aware of and govern themselves in accordance with Board Policy 5.3 Workplace Bullying and Harassment Policy and Procedures.

b) At meetings

Directors must:

- make diligent efforts to attend all Board and committee meetings, and if attendance is not possible, make diligent efforts to send their alternate directors in their place;
- prepare themselves for meetings;
- conduct themselves in accordance with Squamish-Lillooet Regional District Procedure Bylaw No. 1260-2012 (and amendments thereto);
- conduct themselves with decorum;

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- listen courteously and attentively to all public discussions before the Board;
- focus on the business at hand and participate in a meaningful way;
- not interrupt other speakers;
- not make personal comments not germane to the business of the Board; and
- not otherwise disturb the orderly conduct of a meeting nor distract from the business of the Board during presentations and when other Directors have the floor.

c) Towards other Directors

Directors must be respectful to other Directors during discussion and debate at meetings.

d) Towards SLRD staff

Directors must be respectful of the fact that the CAO and SLRD staff work for the SLRD as a body corporate and are charged with making recommendations that reflect their professional expertise and corporate perspective.

Directors must be respectful of the fact that the CAO (and SLRD staff through the CAO):

- carry out directions of the Board as a whole; and
- administer Board policies and are required to do so without any undue influence from any individual Director or group of Directors.

Directors must not publicly disparage the CAO, SLRD staff or individual members of SLRD staff regarding their professional reputation, competence or credibility.

e) While representing the SLRD

Directors must adhere to the Board Code of Conduct when representing the SLRD on various Board activities including committees, conferences, conventions and agencies to which they have been appointed.

Directors must participate diligently in the activities of the various aforementioned undertakings.

f) Of a political nature

Directors must not use SLRD office services nor the services of the CAO or SLRD staff for their respective election campaigns.

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4. Advocacy

Directors must represent the official policies or positions of the Board or committee to the best of their ability when designated as delegates for this purpose. In so doing, Directors shall adhere at all times to Board Policy 1.11 Squamish-Lillooet Regional District Communication Policy (and amendments thereto).

When presenting their individual opinions and positions, Directors must explicitly state they do not represent the Board, their committee or the SLRD and they must not allow an inference to be made that they do.

Directors are entitled to have an opinion that is different than the opinion of the Board, as long as the Director makes it clear that their differing opinion is not the opinion of the Board.

5. Confidential Information

By virtue of section 787.1 of the *Local Government Act*, Directors must fulfill their responsibilities pertaining to the confidentiality provisions as set out in section 117 of the *Community Charter*.

6. Conflict of Interest and Gifts

By virtue of section 787.1 of the *Local Government Act*, Directors must fulfill their responsibilities pertaining to the conflict of interest provisions as set out in Part 4, Division 6 of the *Community Charter*.

7. Use of Public Resources

Directors must not use public resources that are not otherwise available to the public in general (i.e. SLRD staff time, equipment, supplies or facilities) for private gain or personal purposes.

8. Policy Role of the Board and Directors

The SLRD Board is responsible for determining the policies of the SLRD with the advice, information and analysis provided by committees, the CAO, SLRD staff and members of the public. The CAO and SLRD staff are responsible for implementing the policy decisions of the Board.

Directors acknowledge the corporate structure model that identifies:

- the CAO is the link between those who make the policy (Board) and those who implement the policy (CAO and SLRD staff);
- the CAO is accountable to the Board and SLRD staff are accountable to the CAO and;
- SLRD staff report directly or indirectly to the CAO, and not to the Board.

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Administration, including departmental management and personnel matters of the SLRD, is the responsibility of the CAO.

Pursuant to section 200.1 of the *Local Government Act*, “A person must not interfere with, hinder or obstruct a regional district officer or employee in the exercise or performance of his or her powers, duties or functions.”

9. Implementation and Enforcement

The Board Code of Conduct is a set of guidelines that express collective standards of conduct expected of Directors. Directors themselves have the primary responsibility to ensure that these standards of conduct are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the SLRD.

The Board Code of Conduct is intended to be self-enforcing and is most effective when Directors are thoroughly familiar with, and embrace, its provisions. For this reason, it must be provided as information to candidates for the SLRD Board. To reaffirm a Director’s commitment to conduct himself/herself in accordance with these guidelines, each Director is encouraged to sign the Director Statement (as attached), although Directors who decline or fail to sign the Director Statement are still bound in all respects by the Board Code of Conduct Policy.

In the event of a breach of the Board Code of Conduct, the SLRD Board may choose to address this on a case by case basis, based on the nature, magnitude and seriousness of the breach.

A breach of the Board Code of Conduct is not a basis for challenging the validity of a SLRD Board or committee decision. The SLRD will not retaliate against Directors, the CAO or SLRD staff who, in good faith, report a known or suspected violation of the Board Code of Conduct.

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DIRECTOR / ALTERNATE DIRECTOR STATEMENT

As a Director / Alternate Director (“Director”) of the Squamish-Lillooet Regional District (“the SLRD”) Board, I am aware of and affirm my commitment to the existing Board Code of Conduct Policy that upholds the following principles:

- Recognize the diversity of backgrounds, interests and views in our regional district;
- Help create an atmosphere of open and responsive government;
- Conduct myself at public affairs with integrity, in a fair, honest and open manner;
- Respect my fellow Directors and the unique role and contribution each of us has in making the SLRD a better place to work and live;
- Respect the role of the SLRD Board Chair;
- Respect the roles of the CAO and SLRD staff;
- Strive to keep the decision-making processes open, accessible, participatory, understandable, timely, just and fair;
- Avoid and discourage conduct which is not in the best interests of the SLRD; and
- Treat all people with whom I come in contact with while performing my duties with respect.

I have read and I understand the Board Code of Conduct.

Signature of Director

Date

Print name of Director

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