

 <b>Region of Waterloo Council/Legislated Policy</b>		Section #	Policy #
		7	14
		Approval Date:	Revision Date:
		May 8, 2019	
Title:	<b>Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees</b>		
Responsibility:	C&AS	Approval Level:	Council
Applies to:	All Regional Council		

### Policy Statement:

The purpose of a Local Board, Foundation or Advisory Committee, is to provide informed advice and guidance, as well as to facilitate public input to Regional Council on programs and policies. In recognition of the impartial and objective expert advice that Council and Standing Committees receive from the Local Boards, Foundations and Advisory Committees, as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following policy is provided as a general standard for all citizen appointed members to ensure they are acting in a manner that is appropriate with regard to his or her Local Board, Foundation or Advisory Committee.

### Operating Details:

#### Member Conduct

Members shall, when conducting Local Board, Foundation or Committee business, preparing written correspondence, interacting with the media, Members of Council, staff or members of the public, act in a manner that accomplishes the following:

- a) fulfils the mandate and mission statement of his or her Local Board, Foundation or Advisory Committee;
- b) respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
- c) demonstrates respect for all fellow Local Board/Foundation /Advisory Committee members, Council, staff and the public;
- d) respects and gives fair consideration to diverse and opposing viewpoints;
- e) demonstrates due diligence in preparing for meetings, special occasions, or other Local Board/Foundation /Advisory Committee related events;
- f) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the Local Board/Foundation/ Advisory Committee;
- g) conforms with all relevant legislation, by-laws, policies and guidelines; and

- h) contributes in a meaningful manner, offering constructive comments to Council, Standing Committees, staff and fellow Members.

A Member of an Local Board, Foundation or Advisory Committee, shall not:

- a) engage in political campaigning of any sort (municipally, provincially or federally) on behalf or as a Member of the Local Board/Foundation /Advisory Committee;
- b) use Regional resources, for any election related purposes or activities;
- c) engage in any business or transaction or have a financial or personal interest that is incompatible with the performing of his or her official duties;
- d) place themself in a position where the member is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
- e) provide, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which the Member, his or her relatives, as defined under the Municipal Conflict of Interest Act, have an interest, financial or otherwise;
- f) consider an application to the Region of Waterloo for a grant, award, contract, permit for their benefit involving the Member, his or her relative, as defined under the Municipal Conflict of Interest Act;
- g) place themself in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions;
- h) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public;
- i) accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by the Member or his or her Advisory Committee/Local Board/Foundation.
- j) Disclose or release by any means to any member of the public, any confidential information acquired during the course of his or her official duties, either in written or oral form.

### **Remuneration:**

The Region does not pay for any remuneration; however, it will pay for incidentals.

### **Conflict of Interest**

A Member of an Local Board/Foundation /Advisory Committee shall disclose to the Regional Clerk, or persons designated, immediately that he/she could be involved in either a real or perceived conflict of interest as prohibited by the policy; and shall abide by any decision made by the Regional Clerk, or designated person, with respect to the conflict of interest without recourse.

Where a Member believes or has been advised that he/she has or may have a conflict of interest in a particular matter he/she shall:

- a) prior to any consideration of the matter, disclose his or her interest and the general nature thereof;

- b) leave the room for the duration of time that the matter is being considered;
- c) not take part in the discussion of, or vote on any question or recommendation in respect to the matter; and,
- d) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Members may seek advice with the Region of Waterloo Integrity Commissioner.

### **Complaints**

All complaints received about a Member of a Local Board/Foundation/ Advisory Committee should be forwarded to the Regional Clerk, or designated persons, for their consideration. Determination shall be made if a concern or complaint should be sent to the Integrity Commissioner.

Should a Member of an Local Board, Foundation or Advisory Committee, breach any of the clauses set out herein, the Regional Clerk may refer the matter to the Integrity Commissioner who will consider whether to take any of the following possible actions:

- a) Censure of the Member by an Advisory Committee, Local Board or Foundation or recommend his or her removal to the relevant Committee;
- b) issue a formal warning to the Member;
- c) suspension and removal may be recommended should subsequent breaches occur following the formal warning from Regional Council

### **Policy**

This policy is aligned with the Citizen Appointments to Committees, Boards and Foundations Policy which was approved by Regional Council in December 2018 and is to be reviewed each term of Regional Council.

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Member's Name (printed)

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Signature

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Date