



Effective date September 9, 2010  
Approved by Capital Region Board

## **BOARD, COMMITTEE, AND TASK FORCE MEMBER CODE OF CONDUCT AND ETHICS**

### **PURPOSE**

To ensure that Board, committee, and task force members conduct themselves in a professional manner and with integrity.

### **POLICY**

The Board, committee, and task force members are expected to conduct themselves in a professional manner by providing quality services, ensuring integrity and impartiality in their decision making and adhering to the policies, guidelines and procedures established by the Capital Region Board.

### **GUIDELINES**

1. ADMINISTRATION
  - a. The Chair/Interim Chair will administer the Board, committee and task force member Code of Conduct and Ethics (the Code) for the Capital Region Board.
  - b. All Board and Committee members are responsible for adhering to the Code and for acting in a manner that reflects the Code.
  - c. Conflicts between the private interests of the Board, committee, and task force members and their duty to the public and the member municipalities not specifically addressed in this Code shall be dealt with according to the principles and intent of the Code.
2. INTERPRETATION
  - a. Any questions regarding the interpretation and application of this Code should be directed to the Chair/Interim Chair.
3. CONFIDENTIALITY
  - a. Board, committee, and task force members must adhere to the requirements of the Freedom of Information and Protection of Privacy Act and shall not divulge confidential information about the CRB, its customers, clients, suppliers or employees to anyone other than persons who are authorized to receive such information. Board, committee, and task force members will respect the confidentiality of issues that are determined by policy of the CRB to be confidential, including but not limited to matters of a deliberative nature.
4. IMPARTIALITY
  - a. Board, committee, and task force members are expected to conduct their duties with impartiality in all regards.

5. DISCLOSURE
  - a. Board, committee, task force members, and the CEO are required to disclose to the Chair/Interim Chair any situation involving them which is potentially a conflict or an apparent conflict of interest.
6. ACCEPTANCE OF GIFTS
  - a. Board, committee, and task force members shall not accept fees, gifts, or other benefits that are connected directly or indirectly with the performance of their public service duties, from any individual, organization or corporation, other than:
    - i. The normal exchange of gifts between friends;
    - ii. The normal exchange of hospitality between persons doing business together;
    - iii. Tokens exchanged as part of protocol; or
    - iv. The normal presentation of gifts to persons participating in public functions.
7. FURTHERING PRIVATE INTERESTS
  - a. Board, committee, and task force members are in conflict of interest and in violation of this Code if they:
    - i. Take part in a decision in the course of carrying out their duties with the knowledge that the decision might further a private interest of the Board, committee, and task force members or an individual with whom the member has a close personal relationship;
    - ii. Use their public role to influence or seek to influence a Capital Region Board decision which could further a private interest of the Board, committee, and task force members or an individual with whom the Board or Committee member has a close personal relationship; or
    - iii. Use or communicate information not available to the general public that was gained by the Board, committee, and task force members in the course of carrying out their duties, to further or seek to further a private interest of the Board, committee, and task force members or an individual with whom the member has a close personal relationship.
8. FINANCIAL INTERESTS
  - a. If Board or Committee members directly or indirectly own or have an interest in any land, building, lease, mortgage, good, service or contract which is offered for option, sale, lease or assignment to the CRB, they shall disclose the situation to the Chair/Interim Chair. Failure to do so could be considered a conflict of interest.
9. RESPECT FOR BOARD MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES
  - a. Board, committee, and task force members shall direct any comments on staff performances to the Chief Officer and shall avoid public comment on staff performances.
  - b. Board, committee, and task force members shall conduct themselves in a professional and responsible manner at all times.
  - c. Board, committee, and task force members shall display respect to other Board and Committee members at all times.



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Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
September 18, 2015	Revised	Added Task Force to the policy.
October 13, 2016	Approved	Board approved