

Committee and Volunteer Code of Conduct

1.0 Policy Statement

The City of Clarence-Rockland values the important contribution of its volunteers, including Advisory Committee members, which are appointed by Council. This Code is intended to ensure that Volunteers and Advisory Committee members carry out their duties with respect, integrity, transparency, justice, truth, honesty and courtesy.

2.0 Purpose

The purpose of this Code of Conduct is to establish a general standard to ensure that all volunteers, including Advisory Committee members share a common basis for acceptable conduct, and to which they are expected to adhere to and comply with.

3.0 Scope

This Code of Conduct applies to persons who volunteer with the City of Clarence-Rockland in a formal way, including Advisory Committees, sub-committees, Task Force and Working Group members. This policy does not apply to members of Council, Local Board, Clarence-Rockland Public Library Board, staff or volunteer firefighters, who must adhere to their own Codes of Conduct.

4.0 Definitions

- a) "Advisory Committee" means a body, primarily made up of citizen appointees with one member of Council serving as Liaison. Providing advice to Council and staff on an area of expertise. The work of the advisory committee is undertaken in keeping with Terms of Reference adopted by Council.;
- b) "By-Law" means a regulation passed by Council for the government of its affairs;
- c) "Chief Administrative Officer" or "CAO" means the senior executive appointed by Council who is responsible for managing the City;
- d) "City" means the Corporation of the City of Clarence-Rockland.
- e) "Clerk" means the person as appointed by Council pursuant to Section 228 of the *Municipal Act, 2001*.
- f) "Confidential Information" means:
 - i. Information in the possession of, or received in confidence by the City, that it is prohibited from disclosing, or has decided to refuse to disclose, under the *Municipal Freedom of Information and Protection of Privacy Act*;

- ii. A matter that has been debated or discussed at a meeting of Council closed to the public, unless the matter is subsequently discussed in Open Session, or it is authorized to be released by Council;
 - iii. Information concerning litigation, negotiation, or personnel matters; and;
 - iv. Reports of consultants, draft documents and internal communications, which, if disclosed may prejudice the reputation of the City, its officers and employees, or its effective operation.
- g) "Employee" means a person employed by the City, including those employed on a personal services contract and volunteers but does not include members.
- h) "Family Relationship or Interest" means a situation involving the interest of any family member, specifically:
 - i. spouse, including but not limited to common-law spouse and same-sex partner;
 - ii. child, mother, father, sibling, grandchild, grandparent, aunt, uncle, niece or nephew;
 - iii. parent-in-law or sibling-in-law;
 - iv. step-parent, step-sibling, or step-child;
 - v. parent or child in a relationship where the role of the parent has been assumed; or
 - vi. any person who lives with the member on a permanent basis.
- i) "Head of Council" means the Mayor or delegate;
- j) "Integrity Commissioner" means a person or persons appointed by Council who is responsible for performing the functions as per section 223.3 of the *Municipal Act, 2001*.
- k) "Local Board" means a local board as defined in Section 223.1 of the *Municipal Act, 2001*.
- l) "Official Duties" means functions performed by volunteers sanctioned by the City of Clarence-Rockland.
- m) "Personal Information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990* (MFIPPA), means recorded information about an identifiable individual and includes:
 - i. Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - ii. Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relation to financial transactions in which the individual has been involved;
 - iii. Any identifying number, symbol or other particular assigned to the individual;
 - iv. The address, telephone number, fingerprints or blood type of the individual;
 - v. Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence;

- vi. The views or opinions of another individual about the individual;
 - vii. The individual's name if it appears with other personal information relation to the individual or where the disclosure of the name would reveal other personal information about the individual.
- n) "Task Force or Working Group" means a body of limited duration established by Council through Terms of Reference to produce recommendations for Council's consideration.
 - o) "Volunteer" means a person who freely offers to take part in an activity, body or undertake a task on behalf of and sanctioned by the City of Clarence-Rockland, and includes Advisory Committees, sub-committees, Task Force and Working Group members.

5.0 Policy Requirements

5.1 Statutory Provisions Regulating Conduct

- a) This Code of Conduct complements the existing legislation governing the conduct of members of Council. The following federal and provincial legislation governs conduct:
 - i. *Municipal Act, 2001*
 - ii. *Municipal Conflict of Interest Act*
 - iii. *Municipal Elections Act, 1996*
 - iv. *Municipal Freedom of Information and Protection of Privacy Act*
 - v. *Provincial Offences Act*
 - vi. *Ontario Human Rights Code*
 - vii. *Criminal Code of Canada.*
- b) Complaints regarding statutory matters outlined in 5.1 a), should be directed to the appropriate process or authority. In the case of any inconsistency between this Code of Conduct and Federal or Provincial statute or regulation, the statute or regulation shall prevail.

5.2 General Principles and Values

- a) Volunteers will support the mission, vision and values of the City.
- b) Volunteers will respect the decision-making process of Council.
- c) Volunteers will maintain professionalism, integrity, respect, and trust.
- d) Volunteers will promote open, accountable and transparent local government.
- e) Volunteers will encourage public respect for the City, its by-laws and policies

5.3 Standards of Behaviour and Conduct

5.3.1 Respect and Dignity

- a) Volunteers have a duty to treat members of the public, one another, and staff with respect and without abuse, bullying or intimidation.
- b) Volunteers will ensure their work environment is free from discrimination and harassment.
- c) Volunteers will conduct themselves according to legislative requirements, including the municipal workplace harassment and violence policies.
- d) Volunteers will observe decorum and conduct themselves as outlined in the procedural by-law and/or Terms of Reference.
- e) Volunteers will refrain from public criticism that questions the professional reputation, competence, and credibility of Council, other volunteers, staff or any other person.
- f) Volunteers will protect and not divulge personal and confidential information obtained or encountered in the course of volunteering.

5.3.2 Conduct Respecting Staff

- a) Volunteers acknowledge that only Council as a whole, in a duly called meeting with a quorum present, has the capacity to direct staff members.
- b) Volunteers will be respectful of the fact that staff work for the City and are charged with making recommendations and provide advice based on political neutrality that reflects their professional expertise and objectivity.
- c) Volunteers will not:
 - i. Maliciously or falsely injure the professional or ethical reputation of staff;
 - ii. Use, or attempt to use, their influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties.

5.3.3 Conduct Respecting Advisory Committees, Sub-Committees, Task Forces and Working Groups

- a) Volunteers shall, when conducting committee business, preparing

written correspondence, interacting with members of Council, the media, the public or staff, act in a manner that:

- i. Fulfils the mandate and Terms of Reference of the body;
 - ii. Respects due process and the authority of the Chair and Council;
 - iii. Demonstrates respect for all fellow members, Council, the public, and staff;
 - iv. Respects and gives fair consideration to diverse and opposing viewpoints;
 - v. Represents the community and works with community members to bring forward their views;
 - vi. Demonstrates professionalism, transparency, accountability, and timeliness in completing any tasks or projects undertaken by the body;
 - vii. Conforms with all relevant legislation, by-laws, policies, and guidelines;
 - viii. Contributes in a meaningful manner, offering constructive comments to Council, staff, and fellow members; and
 - ix. Supports committee recommendations.
- b) A member of an Advisory Committee, Sub-Committee, Task Force or Working Group shall not:
- i. Place themselves in a position where they could derive any direct personal benefit or interest from any matter about the member can influence decisions;
 - ii. Accord preferential treatment to relatives, or to organizations in which the member or a family member have an interest, financial or otherwise.
 - iii. Deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or a family member;
 - iv. Place themselves in a position where the member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
 - v. Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
 - vi. Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration.

- c) An Advisory Committee, Sub-Committee, Task Force or Working Group member shall disclose immediately to the Clerk or Recording Secretary, any potential pecuniary interest.
- d) Despite b) and c), the City acknowledges that certain advisory committees are intentionally comprised of citizens representing business interests, organizations, or specific sectors. Therefore, a member's interest that arises as a result of this connection does not constitute a breach of b) or c).
- e) Where a Member believes they have a conflict of interest in a particular matter, they shall:
- f) Prior to any consideration, disclose their interest and the general nature thereof;
 - i. Leave the room for the duration of time that the matter is being considered;
 - ii. Not take part in the discussion of, or vote on, any question or recommendation in respect of the matter; and
 - iii. Not attempt in any way, whether before, during or after the meeting, to influence the voting on any such question or recommendation.