



BOARD Policy

Section:	Administration	BRD-0340-50
Title:	Code of Conduct	039

1. PURPOSE

- 1.1 As local elected representatives, we recognize that responsible conduct is essential to providing good governance for the Sunshine Coast Regional District (SCRD).
- 1.2 We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership, and collaboration.
- 1.3 To fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

2. SCOPE

- 2.1 This Code of Conduct applies to the members of the SCRD Board. It is each Member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, and the public.
- 2.2 Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted, and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the SCRD, common law and any other legal obligations which apply to members individually or as a collective council or board.

3. DEFINITIONS

- 3.1 **"Code of Conduct"** means a written document that sets shared expectations for conduct or behaviour.
- 3.2 **"Responsible Conduct"** means conduct that exemplifies how local government elected officials conduct themselves with elected colleagues, staff, and the public.
- 3.3 **"Member"** means a member of the Board of the SCRD, whether a municipal director or an electoral area director, and includes their alternates.

4. POLICY

- 4.1 The SCRD Board has a responsibility to assure public confidence in the integrity of the organization and its effective and fair operations. The SCRD Board commits to the following Foundational Principles of Conduct which link with the standards of professional conduct and guides acceptable and responsible behaviour in a way that is clear to all members.



BOARD Policy

Foundational Principles of Conduct

- 4.2 Integrity:** means being honest and demonstrating strong ethical principles. Conduct that upholds the public interest, is truthful and honourable. Integrity is demonstrated by the following conduct:
- 4.2.1 Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
 - 4.2.2 Members will ensure that their actions are consistent with the Foundational Principles of Conduct.
 - 4.2.3 Members will follow through on their commitments, correct errors in a timely and transparent manner.
 - 4.2.4 Members will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles, and in consideration of the consequences of those decisions.
 - 4.2.5 Members will behave in a manner that promotes public confidence in all their dealings.
- 4.3 Accountability:** means an obligation and willingness to accept responsibility or to account for one's actions. Conduct is demonstrated when members, individually and collectively, accept responsibility for their actions and decisions. Accountability is demonstrated through the following conduct:
- 4.3.1 Members will be responsible for the decisions that they make and be accountable for their actions and the actions of the collective board.
 - 4.3.2 Members will make informed, transparent decisions that consider the best interests and well-being of both the area they represent and the SCRD as a whole.
 - 4.3.3 Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.
 - 4.3.4 Members will ensure that interactions with consultants and staff are related to the role of a Director, and that this is done through the Chief Administrative Officer.
- 4.4 Respect:** means having due regard for others' perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government. Respect is demonstrated through the following conduct:
- 4.4.1 Members will treat every person with dignity, understanding and respect.
 - 4.4.2 Members will engage in respectful communication with the community.
 - 4.4.3 Members will show consideration for every person's values, beliefs, and contributions to discussions.
 - 4.4.4 Members will demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive.
 - 4.4.5 Members will engage in behaviour that is respectful, supportive, and constructive and includes consensual physical contact and appropriate gestures or language.
- 4.5 Collaboration:** means coming together to create or meet a common goal through collective efforts. Conduct is demonstrated when a member encourages individuals to work together in



BOARD Policy

pursuit of collective objectives by leading, listening to, and positively influencing others. Collaboration is demonstrated through the following conduct:

- 4.5.1 Members will behave in a manner that builds public trust and confidence in the local government.
 - 4.5.2 Members will consider the issues before them and make decisions as a collective body and will actively participate in debate about the merits of a decision. When commenting on Board decisions, Directors are encouraged to do so with respect for the decision-making authority of the Board.
 - 4.5.3 Members will recognize that vigorous discourse is part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
 - 4.5.4 Members will, as leaders of their communities, calmly face challenges, and provide considered direction on the issues of the day while empowering their colleagues and staff to do the same.
 - 4.5.5 Members will recognize and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship between other members, staff, and the public.
 - 4.5.6 Members will recognize the importance of the role of the chair of meetings, and treat that person with respect at all times.
- 4.6** Putting the Code of Conduct into Action
- 4.6.1 This Code of Conduct is a living document and will be revisited and reviewed on an annual basis to ensure it remains relevant and effective.
 - 4.6.2 Education about the Code of Conduct will be provided to Board members every four-year term.
 - 4.6.3 A copy of the Code of Conduct will be made available to all Board members and their appointed Alternates.

5. AUTHORITY TO ACT

- 5.1** This Code of Conduct is intended to be self-enforcing. Members should view the Code of Conduct as a set of guidelines that expresses the standards of conduct expected of them. Implementation is most effective when members and appointees are thoroughly familiar with the Code of Conduct and embrace its provisions.

6. REFERENCES (Bylaws, Procedures, Guiding documents)

Approval Date:	April 27, 2023	Resolution No.	098/23 Rec. No. 4
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	