



BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: GOV - 05
Title: Board Member Code of Conduct
Board Approval Date: November 2022

Category: Operational
Policy Replacing: Board Bylaw #5 - Code of Conduct
Year of next review: 2026

PURPOSE:

The Bracebridge Library Board is committed to maintaining high ethical standards and to sharing a common basis of implementing these standards. This commitment includes the proper use of authority, appropriate decorum in group and individual behaviour, and respect for others and their contributions to the Library.

POLICY STATEMENT:

The Board will govern in a manner which: embraces encouragement of and respect for diverse opinions and collaborative decision making; distinguishes between the CEO and Board roles and responsibilities; and provides strategic leadership. The Board will operate so as to always be mindful of its civic obligations to the Library; to speak with one voice; and to ensure continuous good governance through periodic discussion of process improvement.

This Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of Board Members. Legislation that governs the conduct of the Board includes but is not limited to:

- the Public Libraries Act
- the Municipal Act
- the Municipal Conflict of Interest Act
- the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- the Occupational Health and Safety Act
- the Ontario Human Rights Code
- the Criminal Code of Canada
- the Municipal Elections Act.

Section 1: Board Members

The Code of Conduct and the references within shall apply to all Board Members. All Board Members are expected to follow this Code, Library Board By-Laws, and all Library policies.

All Board Members shall:

1. Observe and comply with the principles of the Code of conduct;
2. Respect the integrity of the Code of Conduct and inquiries and investigations conducted under it;
3. Refrain from making any act of reprisal or threatened reprisal against a complainant or any other person for providing relevant information during an investigation;
4. Refrain from obstructing in any way an investigation or the pursuit of the requirements of the Code of Conduct.
5. Refrain from using the influence of their office for any purpose other than for the lawful exercise of their official duties for municipal purposes; and
6. Properly prepare for any and all Board meetings and deliberations.

Section 2: Board, Staff, and Public Relations

All Board Members will adhere to all Library policies and accurately communicate the decisions of the Board even if they disagree with the majority decision of the Board, in order to affirm the respect and integrity in the decision-making process of the Board.

Board Members shall:

1. Acknowledge and respect that staff work for the Library as a corporate body and have an obligation to make recommendations that reflect their professional expertise and corporate objectives;
2. Acknowledge and respect that staff carry out the policies of the Board as a whole and administer the policies of the Board, and are required to do so without any undue influence from any individual Board Member or group of Board Members; and
3. Respect the administration structure of the Library and direct any staff performance concerns to the Library CEO.

Board Members shall not:

1. Publicly criticize individual staff in any way with regard to their professional competence and credibility;
2. Compel staff to engage in partisan political activities through threats, discrimination, or otherwise; or
3. Use their authority or influence to threaten, intimidate, or coerce staff or improperly interfere in the lawful duties of staff.

The content of any Board Member's communications, regardless of type, shall be accurate, honest, and respectful of other persons including other Board Members, staff, and public.

Section 3: Implementation

Upon the adoption of this Code and thereafter at the beginning of each term, the Board will be expected to sign the Code to convey to each other, the staff, and the public that they have read, understand, and are committed to the statements set out in the Code.

For matters not covered in this policy, refer to the Council Code of Conduct for the Corporation of the Town of Bracebridge (Council Code) (see Appendix "A"). In referencing the Council Code, substitutions in language should be made as follows: "Library" when reading "Council", "Town" or "Corporation"; and "CEO" when reading "CAO". References specific to the municipal duties of Council are not applicable.

Previous Revisions: Board By-law #4 September 11, 2018

Related Documents:

The Corporation of the Town of Bracebridge Council Code of Conduct Policy and Procedure, May 9, 2018

Appendix A

The Corporation of the Town of Bracebridge Council Code of Conduct Policy and Procedure