



**CODE OF CONDUCT FOR
LOCAL BOARDS AND ADVISORY COMMITTEES
CITY OF CAMBRIDGE**

SECTION 1: POLICY STATEMENT

A written Code of Conduct for Local Boards and Committees helps to ensure that those appointed to represent the City on a board or committee share a common basis for acceptable conduct.

SECTION 2: APPLICATION

This Code of Conduct applies to all public citizen members who are appointed by Cambridge City Council and participate on an advisory and/or local board within the City of Cambridge.

SECTION 3: CONDUCT OF MEMBERS

A member shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the public, other members and staff are to be treated with dignity, courtesy and empathy.

Members shall conduct themselves with decorum in accordance with the provisions of applicable law including the Municipal Act and the City's Procedural By-Law, to show courtesy and respect to fellow members and others.

SECTION 4: DUTIES AND OBLIGATIONS OF PUBLIC MEMBERS

Members of the public appointed to committees are appointed at the pleasure of Council. They do not hold office as elected officials nor do they represent either Council or the committee unless mandated to do so. Members of the public appointed to committees must respect both the word and spirit of this Code as it applies to them and also as it applies to Members of Council.

Members of the public shall, when conducting business of the corporation, act in a manner that:

- (a) fulfills the mandate and mission state of the Committee or Board;
- (b) respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
- (c) demonstrates respect for all fellow 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 committee-related events;
- (f) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
- (g) conforms with all relevant legislation, by-laws, policies and guidelines; and,
- (h) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow members.

Furthermore, a member of the public shall not:

- (a) come into 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;
- (b) accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which the member, his or her relatives have an interest, financial or otherwise;
- (c) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member, his or her immediate relative;
- (d) come into a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and,
- (e) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.

Committees of Council are either advisory or quasi-judicial in nature, or have a management function.

- (i) An advisory Committee provides Council with information or recommendations on matters related to their mandate for a Council decision.
- (ii) Quasi-judicial committees, such as the Appeals Committee and the Committee of Adjustment, make decisions that are not subject to Council approval but may be the subject of an appeal to another body, such as the Ontario Municipal Board.
- (iii) A management committee has responsibility for the management of an entity such as a cemetery.

A member who is aware of a known conflict of interest shall immediately disclose to the staff administrator and shall refrain and abide by any decision made with respect to such conflict of interest without recourse.

If a member fails to disclose a conflict of interest, then the matter may be brought forward for consideration by an alternate member. A majority vote would determine if the member is in a conflict position and would be subject to the Code.

SECTION 5: ABUSE OF ROLE

No member of the public shall use the influence of their role as it relates to participating on an advisory committee and/or board for any purpose other than for the exercise of their official duties.

SECTION 6: HARASSMENT

Harassment includes, but is not limited to, any behavior, conduct, form of imagery or comment by any person that is directed at or is offensive to another person on the protected grounds of discrimination: age, ancestry, colour, race, citizenship, ethnic origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), sexual orientation and sexual harassment and any other grounds under the provisions of the Ontario Human Rights Code and the Respect in the Workplace Policy.

In accordance with the Ontario Human Rights Code, the Occupational Health and Safety Act and the City's Respect in the Workplace Policy, all persons will be treated with dignity and respect in an environment free of discrimination and harassment.

Members will abide by the Corporate Values and Behaviours as guiding principles and are attached as Appendix A.

Harassment, whether it occurs inside or outside the workplace, but is related to the activities of elected office, is considered to be inappropriate behavior for the purpose of this Code of Conduct.

SECTION 7: ROLE OF THE INTEGRITY COMMISSIONER

The City shall appoint an Integrity Commissioner under Section 223.3 of the Municipal Act who is an independent officer and is responsible for carrying out his or her functions in accordance with the Municipal Act.

Should a member breach any part of the Code of Conduct, the Integrity Commissioner will be called upon to investigate and review the matter.

SECTION 8: COMPLIANCE AND INTERPRETATION

Compliance

Members will do their utmost to uphold the virtues contained in the Code of Conduct. If a member observes or is credibly informed of a possible contravention of this Code, that member has an obligation to proactively address the contravention.

Interpretation

Members seeking clarification of any part of this Code of Conduct should consult directly with the staff liaison who will receive clarification from the City Clerk or designate.

SECTION 9: REVIEW

Each member appointed to a committee and/or board shall receive a copy of this Code of Conduct.

To ensure that this Code remains relevant and current, staff will review any significant legislative or internal policy changes for possible impact to the Code and report where necessary.

Signature

Date

Appendix A
Corporate Core Values and Behaviours

Interactions at the City of Cambridge are guided by the Corporate Core Values and Behaviours established in 2014.

RESPECT

We will...

Have mutual and fair understanding of the wants, needs and expectations of others
Practice open, honest and sincere communication

INTEGRITY

We will...

Conduct ourselves in a professional manner with emphasis on effective communication, accountability for actions, and a strong moral compass
Be committed to maintaining a safe, trusting, and supportive environment
Demonstrate professionalism, good judgement, and personal leadership

SERVICE

We will...

Strive to provide timely, respectful and knowledgeable responses focusing on communication information in a friendly and accessible manner to all
Seek feedback and use it to enhance and continually improve our services
Demonstrate genuine enthusiasm and take pride in our work to achieve common goals
Demonstrate hard work and dedication in an effort to enhance community pride

INCLUSIVENESS

We will...

Commit, to welcome, learn and understand
Foster an environment of respect and a sense of belonging for all