



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Board By-laws #4

POLICY REPLACING: New

SUBJECT: Library Board Code of Conduct

BOARD APPROVAL DATE: September 11, 2018

PAGE: 1 OF 2

### RATIONALE:

The purpose and intent of the Bracebridge Public Library Board Code of Conduct is to establish standards of conduct for Members at Regular Meetings, Special Meetings and Committee Meetings. Of importance is the compliance of Board Members with statutory legislation, and by-laws of the Library Board which address both personal and online interactions with staff, the public and other Board Members.

### POLICY STATEMENT:

#### **Statutory Provisions Regulating Conduct**

- 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*

#### **General Standards of Conduct**

- Members are responsible for making honest statements.
- Members shall perform their duties with integrity, accountability and transparency.
- Members shall at all times serve and be seen to serve in a conscientious and diligent manner.
- Members will conduct their dealings with each other with openness and honesty, focus on issues rather than personalities, and avoid aggressive, offensive or abusive conduct.
- Members shall abide by all applicable legislation, Board policies and procedures.
- Members shall conduct themselves with decorum and civility at all times in their positions as representatives of the Library Board.
- Members have a duty to hold matters discussed at closed meetings in strict confidence even after Members leave the Board. Members will only disclose confidential information if required by law or authorized to do so by the Board.



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Board By-laws #4

POLICY REPLACING: New

SUBJECT: Library Board Code of Conduct

BOARD APPROVAL DATE: September 11, 2018

PAGE: 2 OF 2

### **Respect for the Decision Making Process**

- Once a decision is reached and a motion is passed by the Board, Members, when representing the Board, shall speak in concurrence with the decision.
- Members shall accurately and adequately communicate the decisions of the Board with respect for the decision and decision-making process.
- Members may not impugn or malign a debate or decision or otherwise erode the authority of the Board.

For matters not covered in this policy, referral may be made to the most recent Council Code of Conduct for the Corporation of the Town of Bracebridge. In matters regarding conduct, the matter should be referred to the Board Chair or Acting Chair for investigation and remediation. If this does not resolve a matter, the Board may then apply to the Town's Integrity Commissioner.

### **RELATED DOCUMENTATION:**

Public Libraries Act RSO 1990 C. 44

Board By-laws #1 Library Board Membership

Board By-laws #2 Meetings March 14, 2017

Council Code of Conduct The Corporation of the Town of Bracebridge Policy and Procedure. Approved by Town Council on May 25, 2016, Amended May 9, 2018.

Public Relations #1 - Social Media

PREVIOUS REVISIONS: None