



SUBJECT: BOARD - CODE OF ETHICS POLICY

Policy No: B-2023-05

Date: March 20, 2023

Review Date: March 2027

Pages: 4

PURPOSE

The Board upholds the Innisfil ideaLAB & Library's mission to spark ideas to ignite a creative and dynamic community. Innisfil Public Library Board Members understand that Members have been entrusted with caring for one of the Town of Innisfil's most cherished civic institutions.

As such, the primary goal of a Public Library Board Member is to ensure that the public has access to the highest quality library service possible. To this end, Library Board Members should observe ethical standards with truth, integrity and honour. This commitment includes the proper use of authority, appropriate decorum in group and individual behaviour and respect for others and their contributions to the Innisfil ideaLAB & Library (the Library). This policy outlines the standards and their application.

POLICY

Application

This policy applies to all Innisfil Public Library Board Members, also known as Public Library Trustees.

Guidelines

1. Loyalty and Unity

It is expected that all Innisfil Public Library Trustees will:

- Act in the interests of the library members and the community, serving the community, over and above other interest group involvement, membership on other boards and/or personal interests.
- Express individual viewpoints but work harmoniously with the Board towards consensus as much as possible.
- Speak with “one voice” once a decision is reached and a resolution is passed by the Board.
- Respect Board authority since individuals may not act on behalf of the Board unless specifically designated by the Board. This includes interaction with the public or the media.
- Refrain from individually directing the CEO or the Staff.
- Not use Library facilities, equipment, supplies, services (including staff services), or any other resources for election campaign or campaign-related activities.
- Not use a position of authority at the Library to compel use of staff or volunteers to engage in partisan political activities.

Additional Code of Conduct for Library Board Chair

It is expected that the Board Chair will:

- Assume no authority to make decisions outside the Board-dictated mandate.
- Assume no authority to speak for the Board on issues not yet decided.

2. Financial Accountability

Board Members must avoid any conflict of interest with respect to their fiduciary responsibility by adhering to the regulations of the Municipal Conflict of Interest Act (R.S.O. 1990, Chapter M.50 [2])

It is expected that all Innisfil Public Library Trustees will:

- Avoid situations where personal advantage or financial benefits may be gained.
- Not use “inside information” in personal or private business.
- Avoid using the position to obtain employment for self, family or friends.
- Withdraw from the Board if seeking employment with the library.
- Only use Library facilities, equipment, supplies, services or other resources for the business of the Library.
- Not accept or provide any gift or benefit where it may be, or perceived to be, in exchange for favour or influence.

Exceptions:

- Small gifts (cards or edibles, such as chocolates or cookies)
- Advertising material (calendars, scratch pads, pens, t-shirts)

- Any hospitality or gift that has a monetary value under \$75 (the total value of gifts of hospitality from one source should not exceed \$150.00 per calendar year).

3. Professional Accountability

It is expected that all Innisfil Public Library Trustees will:

- Respect the agenda and abide by Board decisions on rules of order.
- Attend regularly and inform appropriate persons about expected absences before meetings.
- Deal promptly as a Board with lack of interest, poor attendance, and/or disregard of policy on the part of any individual member.
- Be prepared for all Board and committee meetings and use meeting time productively.
- Consider short and long-term effects of decisions.

Additional Code of Conduct for the Board Chair

It is expected that the Board Chair will:

- Ensure that all issues belonging to Board governance are brought to the Board for consideration and that all relevant material is available.
- Keep deliberation fair, open, thorough, but also efficient, timely, orderly, and to the point.

4. Personal Accountability

Within the framework of the legislative and policy requirements of the Ontario Human Rights Code, and the Workplace Harassment and Discrimination and the Prevention of Workplace Violence Policies, members will fulfill their responsibilities in ensuring that the Library is free from discrimination and harassment.

It is expected that all Innisfil Public Library Trustees will:

- Treat others in a courteous, dignified and fair manner, ensuring that they do not speak in a manner that is discriminatory in nature based on an individual's age, colour, ancestry, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity/expression, sex, or sexual orientation.
- Encourage and respect diversity of viewpoints and skills.
- Take responsibility for personal professional development through continuing educational opportunities and participation in regional, provincial and national library organizations.
- Support intellectual freedom in the selection of library materials.

- Respect the privacy of others and will not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their position within the Library. Members will maintain this obligation even after leaving the Board.
- Eliminate and avoid situations where their words and/or actions might inadvertently tarnish the reputation of the Library, Library Staff and/or the Town, Town Council and Town Staff.

Related Documents:

Board – Purposes and Duties of the Board Policy

Municipal Act (Part V.1)

Municipal Conflict of Interest Act c. M50

Approved by the Innisfil Public Library Board, March 20, 2023

Motion Number: 2023.24

Supersedes Policy #B-2019-02, approved February 19, 2019, Motion #2019-09; and Policy #B-2015-13, approved October 19, 2015, Motion #2015.81; & Policy #B-2011-25, approved November 21, 2011, Motion #2011.74; & Policy #2001-18, approved November 12, 2001, Motion #2011.53; & Revised Code of Ethics, adopted March 11, 1996, Motion #96.13.