



Alberni-Clayoquot Regional District

Code of Conduct Policy

Policy Issued by: Board of Directors

Date Adopted: April 12, 2023

Dates Amended:

PREAMBLE

Being a Member of the Board or an appointed member of Committees or Commissions of the Alberni-Clayoquot Regional District (ACRD), answerable to the public, comes with standards of ethical behaviour that are different than the standards that may be found in one's other roles in the community. The standards set out in this *Code of Conduct Policy* (the "Policy") are a guide to assist Board members (and members of Committees/Commissions) in the performance of their duties, particularly as related to governance principles, interpersonal relations, public-facing communications, and ethical dilemmas that may arise in the course of their activities. This Policy does not cover every possible situation which Board, Committee, or Commission members may face so it is important that actions are in harmony with the spirit and intent of this Policy.

PURPOSE OF THE CODE

Members of the Board and its Committees and Commissions represent the interests of the public in the processes of their local government. As such, they are entrusted with upholding the bylaws and policies of the ACRD as well as all applicable provincial and federal laws. The purpose of this Policy is to set the expectation that members adhere to the standards set out in this Policy while carrying out their duties and functions as members of the Board, and as members of the various bodies to which they have been elected/appointed, including in their interactions with other local governments, higher orders of government and First Nations.

APPLICATION AND SCOPE

This Policy applies to every Member of the Board, Committees or Commissions of the Board. It applies to all interactions of Board and Committee/Commission Members in relation to ACRD matters whether in duly constituted meetings, interactions with staff, the press, or the public, and in their use of social media. It is intended to govern and apply to relations and conduct between and among members of the Board, Committees, Commissions, and staff.

As such, only members of the Board, Committees, Commissions and staff shall have standing to file complaints under this Policy.

Complaints filed under this Policy must be rooted in demonstrable violations. Complaints that are deemed by an independent Third-Party Investigator to have been filed frivolously, vexatiously, or out of a motivation to politically or personally discredit or harm a respondent shall in and of themselves constitute a violation of this Policy.

In recognition of the fact that members of Committees and Commissions serve at the pleasure of the Board, breaches of this policy by members of Committees or Commissions may result in termination of their appointments.

PRINCIPLES OF THE CODE

Recognizing that the ACRD seeks to maintain and enhance the quality of life for all residents through effective, responsive and responsible government, members will conduct their business with integrity and in a fair, honest and open manner. Further, this Policy is founded on the principles of ***Integrity, Respect, Accountability, and Leadership and Collaboration***.

For clarity, these principles are defined as follows:

Integrity means conducting oneself honestly and ethically. Conduct under this principle is demonstrated by being open and truthful in all local government dealings, protecting confidentiality where necessary, behaving in a manner that promotes public confidence, avoiding actual or perceptions of conflicts of interest or unethical conduct, ensuring actions are consistent with the Board's shared principles, values, policies and bylaws, demonstrating ethical principles during both open and closed meetings, in public and on social media, and expressing sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

Respect means having due regard for others' perspectives, wishes, rights and personal dignity; it also means displaying deference to the offices of local government, staff, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating respect for others and the role, importance and significance of the local government.

Accountability means an obligation and willingness to accept responsibility or to account for one's actions. Conduct under this principle is demonstrated when members, individually and collectively, accept responsibility for their actions and decisions.

Leadership and Collaboration means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when members encourage one another to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

POLICY

1. COMPLY WITH THE LAW

- 1.1 This Code of Conduct Policy is intended to be developed, interpreted, and applied in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the ACRD, the common law, and any other legal obligations which apply to members individually or to the Board as a collective.
- 1.2 Additionally, members agree to refrain from any conduct that could be perceived as discriminatory on the basis of Indigenous identity, race, religion, colour, ancestry, political belief, age, gender identity or expression, marital status, family status, place of origin, physical or mental disability, sex, sexual orientation, lawful source of income, or conviction for a criminal offence or summary conviction offence that is unrelated to the employment or intended employment of a person.

2. CONDUCT OF MEMBERS

The conduct of members in the performance of their duties and responsibilities with the ACRD must align with the four “principles” identified under “*Principles of the Code*” as follows:

- 2.1 **Integrity** is demonstrated by the following conduct:
- (a) Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.
 - (b) Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Board.
 - (c) Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
 - (d) Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
 - (e) Members will behave in a manner that promotes public confidence in all of their dealings.
- 2.2 **Respect** is demonstrated through the following conduct:
- (a) Members will treat every person with dignity, understanding, and respect.
 - (b) Members will show consideration for every person’s values, beliefs, experiences and contributions to discussions.

- (c) Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, unwelcome, offensive or demeaning.
- (d) Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour may include verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

2.3 **Accountability** is demonstrated through the following conduct:

- (a) Members will be responsible for the decisions that they make and be accountable for their own actions, behaviour and conduct and the collective actions of the Board, Committee, or Commission on which they serve.
- (b) Members will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- (c) 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.

2.4 **Leadership and Collaboration** is demonstrated through the following conduct:

- (a) Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- (b) Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- (c) Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- (d) As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- (e) Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.

- (f) Members will recognize the importance of the role of the Chair of meetings and treat that person with respect at all times.

3. RESPECT FOR PROCESS

All meetings will be conducted in a manner consistent with the ACRD "*Procedures Bylaw No. A1075, 2012*" (as amended from time to time), and will provide adequate and substantive opportunity for persons to state their position on any matter before the assembly. Members shall perform their duties in accordance with the policies, procedures, and rules of order governing the deliberation of public policy issues established by the Board, including the provision of meaningful involvement of the public, and implementation of policy decisions of the Board by ACRD staff.

4. CONDUCT OF PUBLIC MEETINGS

- 4.1 Members shall prepare themselves for meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers and delegates, make personal comments not germane to the business of the body, nor otherwise disturb a meeting.
- 4.2 Members shall be respectful of a process that facilitates the fulsome presentation of and debate on varying perspectives, understanding that the intent of debate and dialogue is to achieve, where possible, a consensus that encapsulates the best parts of various points of view that are presented in the discussion. Members shall also, per Section 21 (J)(i)(5) of ACRD "*Procedures Bylaw No. A1075, 2012*", be respectful of the Board's time when engaging in debate and discussion.

5. STATUTORY AND OTHER PUBLIC HEARINGS

- 5.1 In the context of Statutory or other Public Hearings, Board members shall keep an open mind on the matters being discussed and refrain from expressing their intentions on how they will vote or making any statements which would indicate they have a closed mind on a matter until the Statutory or Public Hearing has concluded.
- 5.2 Debate and discussion on the merits of the matter that was the subject of the Public Hearing shall take place in an open Board meeting.
- 5.3 Following a Statutory or Public Hearing, Board members will not intentionally, directly or indirectly through others, solicit new information while the matter that is the subject of the Statutory or Public Hearing is still under consideration by the ACRD, although the Board always reserves to itself the right to ask staff for any technical information related to the matter.

6. TRANSPARENCY AND INFORMATION SHARING

Wherever possible, members will share with staff and the Board or fellow Committee/Commission members, in as timely a manner as possible, any substantive information which

they may have received from sources outside of the public decision-making process if that information is relevant to a matter that is under consideration.

7. CONFIDENTIAL INFORMATION

Members shall respect the confidentiality of information concerning, but not limited to, the property, business, operational, personnel or legal affairs of the ACRD. Information that is discussed in meetings that are closed to the public under Section 90 of the *Community Charter* is to be kept confidential and shall not be publicly disclosed nor publicly discussed or referred to in any manner without Board authorization. Members further agree that any and all ACRD confidential information will not be used to advance their personal, financial or other private interests.

8. USE OF PUBLIC RESOURCES

Members shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

9. COMMUNICATIONS – SOCIAL MEDIA

- 9.1 In their use of social media, Members must not post personal comments or status updates that reflect negatively on the integrity of the ACRD's organization or on the competence or motivations of other Directors or Committee/Commission members, or staff.
- 9.2 With respect to major decisions which would precipitate or necessitate a formal Press Release, members will use caution reporting Board decision-making by way of their social media profiles and websites before the ACRD has released the formal communication first.
- 9.3 Members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - (a) defamatory remarks, obscenities, profane language or sexual content;
 - (b) negative statements disparaging other Directors, Committee/Commission members or staff or calling into question their professionalism;
 - (c) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of Indigenous identity, race, religion, colour, ancestry, political belief, age, gender identity or expression, marital status, family status, place of origin, physical or mental disability, sex, sexual orientation, lawful source of income, or conviction for a criminal offence or summary conviction offence that is not related to the employment or intended employment of a person.
 - (d) per Section 5 above, statements that indicate a closed mind in relation to a matter that is to be the subject of a Statutory or other Public Hearing; or,

(e) promotion of illegal activity.

9.4 Members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages, comments, or other postings by others that violate the terms of this Policy.

10. COMMUNICATIONS – INTERACTIONS WITH THE PUBLIC AND MEDIA

10.1 Members acknowledge that the Board Chair is the primary and/or official spokesperson for the ACRD. As such, Members must not purport to speak on behalf of the ACRD or the Board unless expressly authorized to do so.

10.2 When speaking for themselves as individuals, Members will include “in my opinion” or use a similar disclaimer to ensure it is expressly clear they are speaking or communicating only for themselves and not on behalf of either the ACRD or the Board as a whole.

10.3 In an effort to promote the integrity of and respect for the collective and democratic decision-making process, Members will communicate accurately the decisions of the Board, Committees, or Commissions, even if they disagree with the majority decision.

10.4 When discussing publicly the positions taken by other Members during a vote on a matter, Members will refrain from making disparaging comments about the integrity, motivation, or competence of other Members.

11. CONFLICT OF INTEREST

11.1 Members shall be aware of and act in accordance with ACRD *Conflict of Interest Policy 2017* and the provisions of Part 4 – Division 6 of the *Community Charter* with respect to matters of potential conflict of interest.

(a) Members are expected to be aware of appearances and strive to conduct themselves in a manner that upholds or increases the public trust by taking steps to reduce or eliminate the possible appearance of a conflict of interest;

(b) Members are expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in a manner that would result in financial gain or other benefits for themselves, family, friends or business interests;

(c) In addition to conflicts of interest which may result in personal benefit, members are also expected to be aware of potential conflicts with regard to their other roles within the community, including matters which may create a benefit, advantage, or value for any outside organization in which they are involved as a Director or member, unless the interest is held “in common with electors of (the ACRD) generally” per Section 104 (1) (a) of the *Community Charter* or other permitted legal exceptions.

- 11.2 For further clarity, examples of conflict that may be encountered by members include, but are not limited to:
- (a) Obligation to others: members must not place themselves in a situation where they may be under obligation to someone who has business dealings with the ACRD and who would benefit from special consideration or treatment;
 - (b) Special advantage/disadvantage: when members can gain special advantage because of their position or when the ACRD is disadvantaged as a result of the other interests of members;
 - (c) Discounts/Rebates: Members may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the ACRD unless those suppliers offer the same discount/rebates to the general public.

12. GIFTS AND FAVOURS

Specifically with respect to ACRD Board members, the receipt and reporting of gifts and personal benefits is dealt with under sections 105 and 106 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. However, this Policy is intended to provide additional guidance to Board members.

- 12.1 Members must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest. To assist in avoiding that situation, members shall not accept gifts or personal benefits from business or commercial enterprises having a value that exceeds the amounts prescribed in section 106 of the *Community Charter*.
- 12.2 In the event that gifts as described in Section 12.1 are received, a member must, per Section 106 (2) of the *Community Charter*, file with the Corporate Officer, as soon as reasonably practicable, a disclosure statement indicating the nature of the gift or benefit.
- 12.3 Members who are in receipt of cultural gifts from First Nations which are valued at more than the amount as described in Section 106 (1) of the *Community Charter* shall surrender these gifts to the Corporate Officer, and those gifts shall become the property of the ACRD.
- 12.3 For clarity, the following are not considered gifts or personal benefits:
- (a) Compensation authorized under section 105 (2) (a) and (b) of the *Community Charter*;
 - (b) Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with authorized travel;

- (c) A lawful contribution made to a Board Member who is a candidate for election conducted under the *Local Government Act*; and
- (d) A random draw prize at an event attended by a Board Member.

12.4 For the purposes of this Policy, the value of each gift or personal benefit shall be determined by its replacement cost, i.e., the retail cost to replace the item.

13. MANDATORY LEAVE OF ABSENCE

13.1 In accordance with Part 4 Division 6.1 of the *Community Charter*, (and as referenced in Section 205 (1) of the *Local Government Act*), where a member of the Board is formally charged with an offence under the *Criminal Code of Canada* or an indictable offence under the *Controlled Drugs and Substances Act (Canada)*, they must give written notice to the Board of the offence with which the Member is charged and the date of the charge, and take a Mandatory Leave of Absence from all Board duties, including attendance at Board meetings and involvement in Committees, Commissions, or other liaison positions to which they have been appointed, and no longer represent the ACRD at events, conferences, or seminars until the matter is resolved in the courts.

- (a) In recognition of the principle of the “presumption of innocence”, a Director who takes a Mandatory Leave of Absence per 13.1 above will continue to be entitled to full remuneration as described in *ACRD Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022* for the duration of the leave.
- (b) In the event that a Director takes a Mandatory Leave of Absence under 13.1 above, it is understood that the Alternate Director (as provided for in Sections 200-201 of the *Local Government Act*) shall take on the responsibilities of the Director for the duration of the Director’s absence from active duty.

14. POLICY ROLE OF MEMBERS

- 14.1 Members shall respect and adhere to the Board-Chief Administrative Officer (“one-employee”) structure of governance as practiced in the ACRD. In this structure, the Board determines the policies and direction of the ACRD with advice, information and analysis provided by staff and Committees, Commissions, and the public as warranted.
- 14.2 Members will generally direct inquiries regarding operational and departmental issues or questions to the CAO and, where appropriate, to the manager of the appropriate department (with a copy to the CAO), and refrain from contacting any other staff directly unless the communication is minor and for the purpose of seeking administrative clarity.
- 14.3 In interactions with staff in anticipation of the development of a report to be presented to the Board or Committee/Commission, either on operational or policy matters, Members shall refrain from lobbying for a particular approach to the matter that will be the subject

of the report, and shall encourage staff to present the report objectively, and based on their best professional judgement.

- 14.4 Members will not engage in debate with staff; they will be respectful of staff input and advice and, while free to disagree with the substance of such advice, will not question either the integrity, motivation, or competence of staff in the performance of their duties.
- 14.5 Members will not interfere, or attempt to interfere, with the administrative or operational functions of the ACRD or with the professional duties of staff, nor shall they impair, or attempt to impair, the ability of staff to implement Board policy decisions.

15. POSITIVE WORKPLACE ENVIRONMENT

- 15.1 Members shall treat each other, the public, and staff with respect and shall be supportive of the personal dignity, self-esteem and well-being of those with whom they come in contact with during the course of their professional duties. Members shall be aware of and act in accordance with the ACRD's *Workplace Bullying and Harassment Policy Statement* (Jan 22, 2014).
- 15.2 In the furtherance of a positive workplace environment, and in the interest of transparency for the public, Members agree that all substantive discussion or debate on policy matters will be conducted at duly constituted Board and Committee/Commission meetings. Members will refrain from "caucusing" or otherwise predetermining their positions or votes in informal meetings, by email, or through any other means of communication outside of debate in duly constituted meetings.

16. BREACHES, COMPLAINT HANDLING AND DISCIPLINARY ACTION

- 16.1 Board and Committee/Commission Members must abide by the requirements of this Policy and shall endeavour to resolve disputes in good faith, recognizing that interpersonal rancor does not facilitate good governance or trust in local government.
- 16.2 An alleged breach of this Policy may be submitted by a Board or Committee/Commission Member or staff. Complaints shall be submitted simultaneously in writing to the Board Chair and the CAO within six (6) months of the last alleged breach. The CAO or their delegate will – as soon as practicable - provide a summary of the complaint and name of the complainant(s) to the respondent(s).
- 16.3 Complaints regarding the conduct of a Director seeking re-election will not be accepted in the period from the first day of the nomination period to the general voting day.
- (a) In the event that a complaint is filed prior to the first day of the nomination period, but remains unresolved by the start of and through the campaign period, the investigation will continue into the next term of the Board, unless either the complainant or respondent do not seek or fail to gain re-election.

- 16.4 In the event that the Board Chair is the subject of or is otherwise a party or witness to the complaint, the complaint shall be addressed to the Vice-Chair and CAO. In the event that both the Board Chair and Vice-Chair are the subject of or otherwise a party or witness to the complaint, the complaint shall be submitted to the CAO who will determine if the complaint should be forwarded to the Board's legal counsel. In the event that the CAO is the complainant or otherwise a party or witness to the complaint, any reference to the CAO shall be read to mean the Acting/Deputy CAO or the CAO's delegate.
- 16.5 On receipt of a complaint under section 16.2, the Board Chair, (or Vice-Chair as per Section 16.4) and the CAO shall make every effort to help the parties resolve the complaint informally through discussions between the Complainant(s) and the Respondent(s). The strongest possible preference shall be given to an informal resolution wherever possible. If an informal resolution is not achieved within thirty (30) days of receipt of the complaint, an independent third party identified and agreed upon between the Complainant(s) and Respondent(s) who has the necessary professional skills, knowledge and experience to investigate the complaint (the "Third-Party Investigator") shall be appointed.
- 16.6 Both the Complainant(s) and Respondent(s) shall each have the right to recommend three (3) names as a Third-Party Investigator, from which lists a Third-Party Investigator may be mutually agreed upon by both parties. If the parties cannot agree on the choice of the Third-Party Investigator, the District's Solicitor will select this person.
- 16.7 The Third-Party Investigator must conduct a preliminary assessment of the complaint. Within (30) days of their appointment, the Investigator will determine whether to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond the jurisdiction of the Policy or unlikely to succeed. If the complaint is determined to be unfounded, the Third-Party Investigator shall also have the power to find that the complaint is vexatious or frivolous, and per the "Scope" of the Code above, such a finding will itself constitute a breach of this Policy on the part of the Complainant(s).
- 16.8 If the Third-Party Investigator determines to continue the investigation, the Third-Party Investigator shall:
- (a) Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process, natural justice, and procedural fairness;
 - (b) Provide, within ninety (90) days of their appointment, a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Policy, to the Board Chair, (or Vice-Chair as per Section 16.4), the CAO (or their delegates), and,

- (c) Provide recommendations in the Report as to the appropriate resolution of the complaint. Sanctions that may be imposed on a Board Member or Committee/Commission member upon a finding that they have breached this Policy may include but are not limited to:
- i. dismissal of the complaint;
 - ii. public censure;
 - iii. a letter of reprimand addressed to the Member;
 - iv. the publication of a letter of reprimand or letter of apology and the Member's response;
 - v. re-orientation to this Policy and its purpose;
 - vi. suspension or removal of the appointment of the Member as Acting or Vice Chair;
 - vii. suspension or removal from some or all internal and external Board committees and bodies to which the Board has the right to appoint members;
 - viii. removal from Committee/Commission membership;
 - ix. restricting the Member from attending events as a representative of the Board;
 - x. imposing further limits related to travel or expenses beyond those set out in the ACRD's corporate policies;
 - xi. requiring the return of ACRD property provided for convenience;
 - xii. limiting access to certain ACRD facilities or staff;
 - xiii. any other sanction the Board deems reasonable and appropriate in the circumstances, provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Director and the sanction is not contrary to provincial legislation.
- (d) The Third-Party Investigator may make further recommendations in the Report, the implementation and costs of which may be allocated to the respondent or the ACRD at the discretion of the Board:
- (i) counselling and/or coaching;
 - (ii) a requirement to attend remedial education and training; or
 - (iii) any such other recommendations as are deemed appropriate in the judgment of the Third-Party Investigator.
- 16.9 Under Section 16.8 (c) (i), the Investigator may also decide to dismiss the complaint and further find it to have been filed vexatiously and frivolously. Such a finding shall constitute a breach of this Policy on the part of the Complainant(s).
- 16.10 The Board Chair (or Vice-Chair per Section 16.4) shall provide a report or a summary of the findings of the investigation to the Board.

- 16.11 When the report or a summary of the findings of the investigation is presented to the Board, the Board will determine based on the recommendations of the Third-Party Investigator, what measures will be taken to remedy the matter, if any. Subject to the Board's duty of procedural fairness towards the respondent, the implementation of the recommendations made under Section 16.8 (c) shall be binding on the Board. If there are costs incurred, they will be borne by the ACRD.
- 16.12 Where a Director has been found by the Third-Party Investigator to have breached this Policy, and irrespective of any other recommendations in the Investigator's Report, the remuneration to which that Director would otherwise be entitled shall be impacted as described in Section 3 of ACRD *Board Remuneration, Expenses, and Benefits Bylaw No. A1090, 2022*.
- (a) For clarity, while remaining subject to the Board's duty of procedural fairness towards the respondent, the reduction in remuneration should apply in every instance where the Third-Party Investigator has determined there has been a breach, including a breach as determined under Section 16.9 above.
- 16.13 The District will retain all Reports confidentially in compliance with the Freedom of Information and Protection of Privacy Act.
- 16.14 Where a Member alleges a breach of this Policy by another member, all Members shall refrain from commenting on such allegations at open meetings, or generally make any public comment on such a complaint pending the conclusion of the Report and any decision of the Board on the Report.
- 16.15 Any reference to a time period in this Section 16 may be extended by the Board Chair, CAO, or their delegates, third party investigator if circumstances warrant, but the highest priority shall be given to a timely investigative process and resolution of any complaint.

17. NO REPRISAL OR RETALIATION

- 17.1 The Board and the ACRD will not tolerate threats or acts of reprisal or retaliation against any complainant, witness, respondent, or staff responsible for implementing and carrying out the objectives or requirements of this Policy and procedure, who in good faith:
- (i) makes a complaint under this Policy;
- (ii) identifies or opposes a practice or conduct that they reasonably believe to constitute a violation of this Policy;
- (iii) implements or participates in an investigation, proceeding or hearing of any kind under this Policy;
- 17.2 Members shall not take or threaten to take any act of reprisal or retaliation against a complainant, witness, respondent, or staff, or any other person responsible for implementing and carrying out the objectives or requirements of this Policy and procedure in good faith.

17.03 Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include, and is not limited to, the sanctions and remedies described above or the termination of employment for just cause, as applicable.

COMMITMENT

As a member of the Alberni-Clayoquot Regional District Board or a member of a ACRD Committee or Commission, I attest I have read and understood this Code of Conduct, and hereby agree to uphold and adhere to the standards and policies contained herein.

Name

Signature

Date