



Halton Region Citizen Advisory Committee

Code of Conduct

Introduction and Interpretation

This document is a Code of Conduct for Members of Halton Region's Citizen Advisory Committees. Members to which this Code of Conduct applies can be either citizens-at-large appointed by Regional Council, or appointed representatives of agencies.

Members of Regional Council who serve on Halton Region Citizen Advisory Committees are bound by the Council Code of Conduct. Any Regional staff who serve on Halton Region Citizen Advisory Committees are bound by the Employee Code of Conduct. This document is not intended to supersede either of those Codes.

Any questions regarding the interpretation of this Code of Conduct should be directed to Halton Region's Integrity Commissioner.

1. Guiding Principles

Members shall act with honesty and integrity, serving the Committee to which they have been appointed in a diligent manner.

2. Avoidance of Conflicts of Interest

Members shall avoid situations of real or apparent conflict of interest or bias with respect to their service on the Committee.

Members shall avoid participating in or influencing a proceeding when the Member, or another person with whom the Member has a close personal or professional relationship, has a financial or other private interest that may be affected by the proceeding or its outcome. Such interests should be declared at the meeting and recorded in the Minutes of the meeting.

3. Gifts, Benefits and Hospitality

Members shall not accept any fees, gifts or personal benefits that are connected directly or indirectly with their service on the Committee. This does not apply to tokens, mementos, souvenirs, or such gifts or benefits that are received as an incident of protocol or social obligations undertaken through the Committee.

4. Use of Regional Resources

No Member shall use Regional equipment or staff, or other Regional services or resources for their own private purposes.

5. Election Campaigns

A Member may not identify as a Member of a Halton Region Citizen Advisory Committee while working on, fund-raising, endorsing or otherwise contributing to the election campaign of another person or third party.

If a Member is seeking elected office personally, they may note their service on a Halton Region Citizen Advisory Committee in their personal campaign materials as background information; however, these materials must not imply that Halton Region or the Citizen Advisory Committee is contributing to or endorsing the Member's campaign in any way.

6. Improper Use of Influence

No Member shall use the influence of their position for any purpose other than the duties as a Member of the Halton Region Citizen Advisory Committee to which they are appointed.

7. Member Conduct

Members shall conduct themselves with decorum at all times. Members shall maintain respect for everyone who is present at the meeting.

8. Conduct Respecting Staff

Members shall be respectful of the fact that staff work for the entire Region and are charged with making recommendations that reflect their professional expertise and corporate perspective. Members shall not exert undue influence on staff and shall not engage in any harassment of staff.

9. Media Communications

Members shall not represent themselves publicly or in any form of media as agents of the Region.

If a Member is contacted by the media regarding a matter involving their Halton Region Citizen Advisory Committee, the Member should refer the media to Regional staff.

10. Respect for the Region

Members shall encourage public respect for the Halton Citizen Advisory Committee and the Region.

11. Complaint Protocol

If a Member or a member of the public perceives a violation of this Code of Conduct, they should first raise the matter with Regional staff to see if an informal resolution is possible. Informal resolutions may include, but are not limited to, an apology and a promise to discontinue the behaviour that contravened the Code.

If Regional staff perceive a violation of this Code of Conduct by a Member, they should attempt to achieve an informal resolution. If no informal resolution is possible, the complainant should contact the Integrity Commissioner for further investigation. Regional staff shall make the contact information for the Integrity Commissioner available to both the Members and the public.

12. Reprisals and Obstructing

Members shall not obstruct the Integrity Commissioner in the carrying out of the Integrity Commissioner's responsibilities.

Members shall not engage in any activity in retaliation against any person because they have made a complaint to or otherwise communicated with the Integrity Commissioner.

The Halton Region Citizen Advisory Committee Code of Conduct was adopted by Regional Council through Report No. LPS42-19 on April 17, 2019 (Meeting No. 10-19).