

RAINY RIVER PUBLIC LIBRARY POLICY MANUAL	
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This policy describes the acceptable code of conduct for Library Board Trustees.

1. Trustees must recognize their responsibility to:

- represent the diversity of community views in a fair and equitable manner, while developing an overall strategy for the future of the Library;
- endeavor to demonstrate sound financial management, planning and accountability;
- be aware of and understand statutory obligations imposed upon individual Trustees and the Library Board as a statutory body.

The onus is on Trustees to ensure that they adhere to and uphold the Code.

2. i. As described in Policy SE9, confidential Information includes identifiable personal information about Board employees and/or patron, or information in the custody or under the control of the Board that is not available to the public and that, if disclosed, could result in loss or damage to the Board or could give the person to whom it is disclosed an advantage.

ii. Categories of confidential information include: items under litigation, negotiation, or personnel matters; the source of a complaint; price schedules in contract tenders or Request for Proposal submissions if so specified; information protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

iii. Trustees shall not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, or by means of electronic technology, except when required by law or authorized by the Board.

iv. Trustees shall not disclose the content of a matter that has been discussed or the substance of deliberations of a closed session, except for content that has been authorized by the Board to be released to the public.

3. Each Trustee is an individual with specific rights, values, beliefs and personality traits to be respected at all times. Trustees shall not impose their personal, moral or religious standards on others.

4. Trustees shall show respect for the decision making process of the Library Board. Information concerning adopting policies, procedures and decisions of the Board shall

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be conveyed openly and accurately. Trustees shall accurately communicate the decisions of the Board even if they disagree with the decision. Trustees shall not use their office to promote or sponsor commercial products or events other than Library sponsored products or events.

5. i. Subordinate employees are accountable to the CEO/Librarian and are responsible for implementing the decisions of the Board, ensuring the efficient and effective operation of library services.

ii. Trustees shall acknowledge and respect the fact that employees work for the Board as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objectives, without undue influence from Trustees.

iii. Trustees shall refrain from publicly criticizing employees, in a way that casts aspersions on their professional competence and credibility.

iv. Members shall not compel employees to engage in partisan political activities.

6. The Library Board recognizes that moderate hospitality is an accepted courtesy of a professional relationship. However, Trustees shall not accept any gift, benefit, service, entertainment, or hospitality which could be seen to compromise their decision on a matter, or create any obligation or special consideration by an individual, group or organization.

ii. This section does not apply to tokens, mementos, souvenirs, or perishable gifts. Members may only receive a gift, hospitality or entertainment that is received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office.

7. i. A conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest. Conflict of interest rules in the public sphere mainly focus on financial relationships since they are relatively more objective and quantifiable, and usually involve the political, legal, and medical fields.

ii. Members will recognize their obligations to follow and respect the provisions of the *Municipal Conflict of Interest Act*. Members must publicly declare their direct or indirect pecuniary interest.

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iii. When a pecuniary interest exists, Members must withdraw from direct involvement and refrain from any comment at any time, whether in a Board or Committee meeting, or elsewhere, on the issue which might influence the decision.

8. i. During any Library Board meeting or function, Trustees shall conduct themselves with decorum and respect the Library’s Staff and Patron Safety Policy (SE2). A Trustee shall not use foul language nor engage in abusive or insulting behavior toward any other Trustee, any member of staff or any member of the public.

ii. A Trustee shall not speak in a manner that is discriminatory to any individual based on any grounds identified in the Ontario Human Rights Code. These include but are not limited to the person’s race, ancestry, place of origin, creed, gender, sexual orientation, gender identity or expression, age, color, marital status, or disability.

9. i. Trustees, employees or members of the public who have reasonable grounds to believe that a Trustee has contravened this Code may file a complaint.

ii. This complaint must be made in writing and addressed to the CEO/Librarian. The complaint must include the complainants’ name and contact information – which will be held in confidence – the date (and preferably the time) of the alleged contravention, the nature of the contravention, and the complainant’s suggestion for the best remedy to the complaint.

iii. The CEO/Librarian will review the substance of the complaint with the Chair of the Library Board, unless the complaint involves the Chair of the Library Board. In that case, the CEO/Librarian will conduct the review with the Vice-Chair.

iii. Complaints not made in good faith will be shared with the Trustee(s) involved may be subject to further action by the Library Board.

10. In all cases, on the advice of the CEO/Librarian, the Chair (or Vice-chair) of the Library Board shall issue a decision regarding a complaint within one month of receipt. The decision shall be made in writing and shared with the complainant and the full Board.

ii. If necessary, complaints related to infringement of the *Municipal Freedom of Information and Protection of Privacy Act* shall be referred to the CEO/Librarian as the Library Board’s privacy officer for follow-up.

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iii. Complaints not directly related to this policy will be referred back to the complainant with no action.

iv. In the event the infraction is of a minor, incidental, or accidental nature, the CEO/Librarian may note the complaint with a recommendation for no action. Any final decision on the complaint remains with the Chair (or Vice-Chair).

v. If the complaint is deemed valid by the CEO/Librarian and not of a minor, incidental, or accidental nature, the Chair (or Vice-Chair) of the Board may recommend a formal reprimand by the Library Board. The reprimand must be in the form of a motion, properly moved and seconded, and voted on by the full Board in an in-camera session only.

vi. If the complaint involves a major (or repeat) infraction of the Code, the Chair (or Vice-Chair) may recommend to Rainy River Town Council that the Trustee(s) involved be removed from the Library Board.

vii. The decision of the Chair (or Vice-Chair) is final.