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## Board Member Code of Conduct

### 1. PURPOSE

The Brampton Public Library Board is committed to and will uphold the Library's mission.

Through the Board, Brampton Library will provide fiscally responsible and socially inclusive collections, programming, services and technology, create equitable opportunities for community innovation, creativity and discovery and build community collaboration through settlement success and lifelong learning.

### 2. POLICY STATEMENT

The Library Board is entrusted with the public's confidence for caring of a trusted resource. The Board will adhere to the approved Library policies, Procedural By-Laws and act in accordance with the [Public Libraries Act, R.S.O. 1990, c. P.44](#).

### 3. DEFINITIONS

**3.1. Member** – refers to citizen and councillor volunteers who sit on the Library Board

### 4. LEGISLATIVE AUTHORITY

Oversight of Board conduct is also achieved through existing statutes and policies such as the [Criminal Code of Canada](#) and the [Ontario Human Rights Code](#), as well as the following:

- [Municipal Act, 2001, S.O. 2001, c.25](#)
- [Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)

This Code of Conduct is supplementary to existing legislation and policies and is meant to be considered, in whole, with existing laws.

### 5. SCOPE

This Code of Conduct will be brought forward for review and endorsement by Board Members at the start of each term, and at other times when appropriate to ensure that it remains current and continues to be a useful guide to the Library Board.

### 6. REQUIREMENTS

#### 6.1. Respect

Board Members will conduct themselves in accordance with the provisions of the [Municipal Act](#).

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[2001, S.O. 2001, c.25](#) and the [BRD - 04 Library's Procedural By-laws](#), and will treat Library users, volunteers, staff and fellow Board Members with courtesy and respect, in accordance with the [Ontario Human Rights Code](#) and Library Policies.

In the performance of their duties, Board Members will not abuse, bully or intimidate others. Board Members will fulfill their responsibilities by working to ensure that the Library is free from discrimination and harassment.

## **6.2. Transparency, Accountability and Good Governance**

Decision-making authority lies with the Board as a whole, and not with an individual Member, to approve:

- Budget
- Policies
- Board processes
- Commitment of resources
- Overall strategy
- Other significant decisions on exceptional matters

Board Members should conduct the decision-making process and convey Library business in a transparent, accountable and equitable manner. Board Members will perform their respective duties with integrity to avoid conflicts of interest, both apparent and real.

Board Members will be responsible for governing with excellence. Such responsibility will include:

- Attendance
- Informed preparation for Board deliberations
- Speaking with one voice on a matter arising from a Board decision
- Policy making principles
- Respect of roles
- Rules of order

Board Members may not attempt to exercise individual authority over the organization or individual employees except as explicitly set forth in Board approved policies. Interaction with the public, press or other entities must recognize the same limitation and the similar inability of any Board Member or Board Members to speak for the Board, with the exception of the Chair or designate. If a member chooses to express their own view on Library matters outside of Board meetings, they must do so in a way that supports decisions taken by the Board and the integrity of the decision-making process.

### **6.3. Confidential Information**

The Municipal Act entrusts the Board to receive and keep confidential, highly sensitive information, to fulfill its decision-making duties and oversight responsibilities. Confidential information may include, but is not limited to:

- Personnel matters
- Labour relations
- Litigation
- Project tendering and request for proposals (RFP)
- Property acquisitions and security of all Library property and materials

Board Members have a responsibility to keep such information confidential to safeguard the Library's interests and reputation and to uphold disclosure rules to prevent personal gain or advantage to others. Board Members agree to respect confidentiality requirements for information received, and will respect the confidentiality and disclosure rules of the [Municipal Freedom of Information and Protection of Privacy Act](#) (often referred to as "MFIPPA"). Board Members will maintain this obligation even after Board Members leave the Board.

### **6.4. Use of Library Property and Resources**

Board Members will only use Library facilities, equipment, supplies, services, staff and or other resources for the business of the Library.

### **6.5. Gifts**

Board Members will remain free from any improper influence, or the appearance of improper influence, in the performance of their duties.

Board members will not offer, give nor accept gifts, favours or services over a value of \$50. Any gifts, favours or services received in excess of \$50 must be presented to the Library Board for disbursement.

### **6.6. Election Campaigns**

During a municipal election, Board Members must conduct themselves in accordance with the provisions of the [Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.](#), in addition to legislation and policies, including this Code of Conduct.

Campaigning or campaign-related activities are prohibited from using Library resources, both real property and staff, to avoid the perception that the City has provided an advantage over other candidates. This does not preclude a candidate's use of city information that has been published and is in the public domain and is not subject to copyright protection.

Board Members will not use a position of authority at the Library to compel staff or volunteers to engage in partisan political activities.

## **6.7. Conflict of Interest**

Board Members are committed to performing their roles with integrity.

Board Members must avoid any conflict of interest with respect to their fiduciary responsibility, by adhering to relevant legislation including but not limited to the [Municipal Conflict of Interest Act](#), and the [Public Libraries Act](#).

Board Members will act in the public interest and not engage in conflicts of interest, both apparent and real. Their private interests, financial or otherwise, and the interests of their family, friends or organizations with which Board Members are associated, should never compete with their duties and responsibilities to the Library. Their private interests include the prospect or promise of a future benefit or advantage.

## **7. COMPLAINTS PROCESS**

In the event of a complaint that this Code has been violated by a member, internally or externally, the board will convene a 3 person committee to hear the complaint and recommend to the Board a plan of action to resolve the complaint. The Board does not have the authority to remove a member. In the event that the complaint is outside of the Board's ability or authority to resolve, the matter may be referred to the City of Brampton Council through the City Clerk.

## **8. EXTERNAL RESOURCES**

[Criminal Code of Canada](#)

[Municipal Act, 2001, S.O. 2001, c.25](#)

[Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50](#)

[Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56](#)

[Ontario Human Rights Code](#)

[Public Libraries Act, R.S.O. 1990, c. P.44](#)

## **9. RELATED POLICIES**

[BRD - 04 Library's Procedural By-laws](#)

This policy is available in alternative formats upon request.