



<b>Policy Title</b>	Family and Community Services Advisory Board – Code of Conduct Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	March 1, 2021 (M#FCSS16/2021)
<b>Policy Number</b>	P-FCSS002
<b>Review</b>	To be reviewed annually at the AGM
<b>Reviewed by</b>	Advisory Board – Mar. 1, 2021

## Policy Statement

The purpose of this Policy is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of FCSS and the Municipality, as well as provide a procedure for the investigation and enforcement of those standards.

## Definitions

**Chief Administrative Officer (CAO)** – means the administrative head of the municipality.

**Director** – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

**FCSS Advisory Board** – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

**Members** – volunteers appointed to the FCSS Advisory Board.

**Town Council** – the elected body of the Town.

**Town** – means the incorporated municipality of Bassano.

## Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

## Representing FCSS

1. Members Shall:
  - a. Act honestly and in good faith to serve the welfare and interests of the community as a whole;
  - b. Perform FCSS duties in a diligent matter; with integrity, accountability and transparency;
  - c. Make every effort to attend and participate in FCSS Advisory Board Meetings and programming;
  - d. Not speak on behalf of Bassano Town Council unless authorized to do so;
  - e. Respect the decision-making process. Members will understand recommendations to Town Council will be made based on a majority decision from the FCSS Advisory Board and not any one individual member.

- f. Uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Town Council.
- g. Act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- h. Treat one another, employees of the Town and members of the public, with courtesy, dignity and respect and without abuse, bullying or intimidation.

## Confidentiality

1. Members must keep in confidence matters regarding sensitive information obtained through social program supports.
2. In the course of their duties, Members may also become privy to confidential information received during a "closed session" meeting. Members must not:
  - a. disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their position;
  - b. access or attempt to gain access to confidential client information in the custody or control of the FCSS Director;
3. Members understand that should they be privy to confidential client information they are not at liberty to disclose this information. The member understands all information must be managed under the standards outlined in the *Freedom of Information and Protection of Privacy Act*.

## Orientation and Training

1. Every Member must attend a one-to-one orientation session with the Director to review current FCSS Programming, guidelines, and mandates within 30 days of joining the FCSS Advisory Board and before attendance at the members first Board Meeting. Attendance at additional training sessions throughout the appointment term is discretionary.
2. Training opportunities will be offered to FCSS Board Members via the Director or through outside support agencies. The Director will provide training opportunities to increase the capacity of the board and the understanding of the FCSS mandate.

## Signing and Execution

1. Should a member be found to be in violation of their Oath they may face suspension or removal from the FCSS Advisory Board at the discretion of the Town Council in consultation with the FCSS Advisory Board, or CAO.
2. Active FCSS Advisory Board members are required to sign the Code of Conduct as attached in Appendix A.

END OF POLICY



**Appendix "A"**

**STATEMENT OF CODE OF ETHICS AND CONDUCT**

I, \_\_\_\_\_ do solemnly swear to uphold the Bassano FCSS Code of Conduct Policy at all times while serving as a FCSS Advisory Board Member. I have read and understand the Council Code of Conduct Policy and further agree to ALL the terms and conditions as specified in the Policy.

DATED at Bassano, Alberta this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
FCSS Director

Approved