Glebe
BUSINESS IMPROVEMENT AREA

CODE OF CONDUCT

We are committed to operating at the highest possible standard and serving our membership and community in ways that advance the Glebe's reputation and builds trust. The following policy was developed to ensure that our organization meets its obligations for years to come, both as a local board for the City of Ottawa and as a professional organization driven by excellence.

The Board of Directors of the BIA expects itself, its Directors, BIA members and BIA staff, ethical and business-like conduct. This commitment includes the proper use of authority and appropriate decorum by Directors when interacting with groups, individuals, and the BIA office itself. Directors are to work for the advancement of the broader BIA.

Directors are the fiduciaries who steer the organization towards a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as by making sure the BIA has adequate resources to advance its mission. The legal duties required by volunteer board members are:

DUTY OF DUE CARE

Directors of the BIA ensure the prudent use of all assets and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability.

DUTY OF LOYALTY

Directors make decisions that are in the best interest of the BIA as a whole.

DUTY OF OBEDIENCE

Directors ensure that the BIA obeys applicable laws and acts in accordance with ethical practices; that the BIA adheres to its stated corporate purposes, and that its activities advance its mission.

UNITY AND TEAMWORK

Directors use the expertise of the Board of Directors, staff and BIA members to enhance the ability of the Board of Directors as a body to make wise policy. Directors recognize that the Board of Directors and staff have a common purpose: adopt a team approach to ensure the success of the BIA.

Directors acknowledge that their function as a volunteer on the Board of Directors is to provide general oversight for the affairs of the BIA. While they may be consulted, they are not involved in the day to day operational activities that fall within the regular duties of staff. Directors understand that all members of the Board of Directors are equal, with no single director having more or less authority than any another, and that they have a single vote with which they can formally express their view on any Board matter.

Directors are not authorized to independently manage staff of the BIA. The Executive Director reports to the board as a whole, not an individual director or the Chair.

INTEGRITY

Directors act openly and honestly and avoid the improper use of influences of their office.

OBJECTIVITY

Directors view events or persons objectively and disclose all conflicts of interests.

PROFESSIONALISM

Directors act professionally in performing their duties and strive to improve conditions for the membership as as a whole in a community context.

AVOIDANCE OF DISCRIMINATION OR HARRASMENT

All Directors, BIA members and BIA staff are expected, at all times, to be respectful and not engage in conduct which is discriminatory or could be construed as harassment.

Discrimination means any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but disadvantage certain groups of people.

Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy. (Source: OHRC website)

Harassment means a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy.

Harassment can occur based on any of the grounds of discrimination. (Source: OHRC website)

All Directors, BIA members and BIA staff are expected to refrain from any form of harassment or discrimination and cooperate fully in any investigation of a harassment or discrimination complaint.

All Directors and the Executive Director (where applicable) have the additional responsibility to act immediately on observations or allegations of harassment or discrimination.

Directors are responsible for creating and maintaining a harassment- and discrimination-free BIA, and should address harassment or discrimination as early as possible. All Directors should treat the BIA staff, their fellow Directors and BIA members with respect and in accordance with any and all related policies and laws. All Directors should ensure that they do not speak on behalf of the BIA unless given permission to do so by the BIA, redirect the media to the Executive Director, the Chair or a dedicated spokesperson.

CONFIDENTIALITY

Directors maintain and respect the confidentiality and privacy of any information or reports obtained during Board meetings that include issues of a sensitive nature. External release of said information or reports must be authorized by the Chair or Board of Directors.

CONFLICT OF INTEREST

Every Director shall act honestly and in good faith with a view to the best interests of the BIA in discharging his/her duties. Directors are subject to the Municipal Conflict of Interest Act which requires they declare direct and indirect pecuniary interests, and following the declaration, that they do not influence any vote or vote on the matter.

Directors are entitled to participate fully on matters in which they have no greater pecuniary interest than other members of the BIA.

MINDSET

Directors should listen respectfully to the ideas and opinions of others and be thoughtful in considering issues. Directors should work to understand the broader community and its needs, have passion for the area and a sincere desire to create positive change and be a

champion for the Glebe in its entirety. Directors must demonstrate a willingness to commit time for board meetings, task forces, planning sessions and special events.