

Gabriola Fire Protection Improvement District

Policy Name: Code of Conduct	
Policy Number: #13	Policy Type: Role of the Board
Approval Date: April 8, 2026	Date for Review:
Revised	

PURPOSE

The Gabriola Fire Protection Improvement District (GFPIID) is committed to shared expectations for conduct and behaviour for how members of the GFPIID Board should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community. It is the responsibility of GFPIID trustees to uphold both the letter and the spirit of this Code of Conduct in their dealings with other GFPIID trustees, staff, and the public.

Integrity – means conducting oneself honestly and ethically.

Trustees will -

1. Be truthful, honest, and open in all dealings, including those with other trustees, staff, and the public, while protecting confidentiality where necessary.
2. Behave in a manner that promotes public confidence, including actively avoiding any participation in a matter in which the trustee has a conflict of interest, or where participation would constitute an improper use of office or unethical conduct.
3. Ensure that their actions comply with duly adopted bylaws, policies and resolutions of the Board.
4. Behave ethically in all GFPIID matters, including at open and closed meetings.
5. Follow through on responsibilities by resolution or bylaw.
6. Direct their minds to the merits of the decisions before them, ensuring that they do not discriminate, that they remain open to consideration of the views of all interested parties and other trustees before making a final decision, and act on the basis of relevant information and principles with due consideration of the consequences of those decisions.
7. Frankly correcting or apologizing for any errors or mistakes made while carrying out official duties.

Respect – means actively valuing and acknowledging the validity of different viewpoints, experiences, and opinions without needing to agree with them.

Trustees will:

1. Treat every person with dignity, understanding, and respect.
2. Actively listen allowing others to express their views without interruption or immediate judgment
3. Acknowledge that every person's values, beliefs, ideas, and contributions add diverse perspectives. Fostering collaboration leads to better, more creative, and mutually beneficial solutions
4. Demonstrate awareness of their own conduct, avoid discrimination, and consider how their words or actions may be perceived by others as offensive or demeaning.
5. Not engage in behaviour that is contrary to our Respectful Workplace Policy
6. Recognize and value the distinct roles and responsibilities of the local government staff.
7. Shall respect the organizational structure of the GVFD and GFPID
8. Call for and expect respect from the community towards staff, union members, and volunteers.
9. Ensure that public statements and social media posts that concern other elected officials, staff, volunteers, and the public are respectful.

Accountability – means an obligation and willingness to accept responsibility or to account for one's actions.

Trustees will:

1. Be responsible for the decisions that they make, be accountable for their own actions, and honour and support the lawful implementations of the resolutions and bylaws of the Board.
2. Carry out their duties in an open and transparent manner so that the public can understand the processes and rationale used to reach decisions and the reasons for taking certain actions.
3. Ensure that information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
4. Correct any mistakes or errors in a timely and transparent manner.
5. Listen to and consider the opinions and needs of the community in all decision-making.
6. Act in accordance with the law, which includes, but is not limited to, applicable statutes and policies that govern or guide local government
7. Seek to achieve and maintain an understanding necessary to the performance of their duties.
8. Be informed and bring relevant issues to the Board of Trustees for discussion.

Leadership and Collaboration – mean the ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective effort.

Trustees will

1. Behave in a manner that builds public trust and confidence in the local government when representing the GFPID.
 2. Consider the issues before them and make decisions as a collective body. As such, trustees will actively participate in debate about the merits of a decision, but once a decision has been made, all trustees will recognize the democratic majority. Recognition of the democratic majority includes supporting and not obstructing the lawful implementation of duly adopted resolutions.
 3. Recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other trustees and staff to provide their perspectives on relevant issues.
 4. As leaders of their communities, calmly face challenges and provide considered direction on issues they face as part of their roles and responsibilities while empowering their fellow trustees and staff to do the same.
 5. Recognize, respect, and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other trustees, staff, volunteers, and the public.
 6. Recognize the importance of the role of the chair of meetings and treat that person with respect at all times.
 7. Provide considered direction on district policies and support fellow trustees and staff to do the same.
 8. Educate colleagues and staff on the harmful impacts of Discriminatory conduct and take action to prevent this type of conduct from recurring if necessary.
 9. Foster positive working relationships between trustees, staff, volunteers, and the public.
 10. Positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.
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Confidential Information:

"Confidential Information" is as defined in the Freedom of Information and Protection of Privacy Act (FIPPA) Part 2 Division 2 (Sections 12-22).

Trustees will

1. Shall only access GFPID information and records for GFPID business and not for furthering any private interest or as a means of making personal gains.
2. Shall not alter any GFPID records.
3. Confidential information must be maintained in confidence after their term, and any confidential information in the trustee's possession at the end of a trustee's term must be destroyed.
4. No GFPID business should be done by personal email.

Signed: _____

Print name: _____

Date: _____

I Hereby Certify that the foregoing is a true copy of Policy No. 13 as adopted by the District and sealed with the District seal on April 9, 2026.

Erik Johnson, Chair