



LGLA Code of Conduct

Approved December 11, 2024

Introduction

The mission of the LGLA is to provide local government and First Nation elected officials and senior administrators with comprehensive, timely and dedicated leadership development opportunities throughout the terms of their office/employment in the interest of improving governance at the local level. Inherent to this mission are certain core ethical principles and attitudes which guide the activities and interactions of LGLA members, directors and staff while engaged in LGLA business or in the business relating to the LGLA.

Purpose of the Code of Conduct

Whereas LGLA is committed to creating a safe, respectful, inclusive learning environment for all participants, a statement of expectation follows:

- respect for the value and importance of the work done by local government and First Nation elected officials and staff and the many personal sacrifices made by those who serve in local government
- commitment to the importance of lifelong learning and leadership development and a willingness to work hard to provide relevant and worthwhile educational and networking opportunities to elected officials and staff
- respect for the time and effort that elected officials and staff commit to attending LGLA events
- pride in the achievement of local government and First Nation elected officials who invest the time in seeking certification in local government leadership

- acknowledgement and celebration of the differences among and between communities from around the province – including differences in governance structure, location, size, population, priorities and so on
- gratitude for the community of organizations, associations, government ministries and individuals that support the local government sector and a commitment to work collaboratively and with openness and in the spirit of partnership with all, and in the service of local government and First Nation elected officials and staff

Application

- LGLA encourages and values your attendance and expects all participants to help ensure a safe and positive experience for everyone.
- LGLA is committed to providing a safe and welcoming experience for all participants, which includes delegates, speakers, exhibitors, sponsors, volunteers, staff, and board members.
- Participants shall abide by this Code of Conduct during their attendance at LGLA-organized, and unsanctioned, events and are expected to adhere to the Code of Conduct at other non-LGLA organized events associated with the scheduled learning and networking activities.
- Participants will be required to indicate that they have read, understood, and agree to this Code of Conduct at time of registration or separately when (volunteering or agreeing to participate at an LGLA event).

Commitment

All participants at LGLA events regardless of their employer, their position, their perspectives or priorities will treat others, and be treated in a respectful, understanding, and collaborative manner and behave in a manner that is respectful to other participants and their guests, and will not do anything that threatens the health, safety, security or dignity of other participants. Participants furthermore agree to:

- engage with integrity, respect, accountability and willingness to learn – free from bullying harassment, and intimidation
- respect differences in people, their ideas, and their opinions

- treat one another with dignity and respect at all times, and especially where there is disagreement
- respect the needs of others to work in an environment that is conducive to learning
- acknowledge how people’s beliefs, values, ideas and contributions add to diverse perspectives
- refrain from any conduct that is prohibited under the *BC Human Rights Code*, including discrimination toward another person or group of persons based on their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, expression or age of that person or that group or class of persons.

Complaint process

To provide openness and fairness of this Code of Conduct, all complaints related to the Code of Conduct will follow the process below:

1. A participant choosing to make a complaint during an LGLA event or associated event must submit a written complaint with documentation of contraventions to the LGLA President or Vice President.
2. LGLA President or Vice President will explore with the complainant an informal resolution process that may include involving another individual or the need to seek the advice of an independent third party.
3. LGLA President or Vice President (with supports if needed) will facilitate a discussion with the complainant and participant, and if appropriate, encourage participant to acknowledge and agree to stop behaviour. This could also include an apology if appropriate.
4. If informal resolution is not successful: LGLA President or Vice President (with supports if needed) will retain the services of a mediator/third party within a week (7 days) of the event.
5. The mediator/third party will conduct an investigation and recommend a process/remedy within 14 days of the event and provide a written report to the LGLA President and Vice President.
6. Reporting out: the mediator/third party’s recommendations, including any remedies and a process for reporting out to participants organization/local government, will be provided to

the LGLA President and Vice President. The mediator/third party's report will include recommendations on reporting to relevant agencies/organizations as necessary.

Confidentiality

Confidentiality will be upheld until the compliant process has been completed. This includes upholding confidentiality until the resolution of an informal compliant process is completed. For informal processes, the LGLA board will determine and provide a confidentiality and transparency process based on the individual circumstance and situation.

If an investigation is undertaken, once the investigation is complete and the report has been issued and if a contravention was found, the mediator/third party will provide recommendations about confidentiality and transparency. All correspondence and the written complaint to remain confidential until the mediator/third party has issued a report.

Remedies

LGLA President and Vice President may dismiss the compliant if it is beyond the scope of Code of Conduct or not justified.

If the complaint is justified, the mediator/third party may sanction the respondent through recommending any of the following:

- Letter of Apology
- Other recommendations based on the circumstances
- Prohibition of the respondent from attendance at subsequent LGLA functions
- Report in writing to the respondent's employer or sponsor organization
- Additional personal training or coaching