

Section:	Cannabis Licensing Board	Effective Date:	May 7, 2019
Number:	CB-2019-03	Last Revised:	
Item:	Board Code of Conduct	Reference:	

STATEMENT OF POLICY

This policy describes the importance of professional board conduct among Board members, and between the Board and Yukon Liquor Corporation staff. All aspects of the operation of the Board must be conducted with integrity, trust, impartiality and in accordance with generally accepted standards of behaviour.

AUTHORITY

Cannabis Control and Regulation Act s. 17 and 19

RATIONALE

Board members' commitment to teamwork and positive relationships with each other and with Yukon Liquor Corporation staff helps to ensure effective operations.

DEFINITIONS

Conflict Resolution – the informal process that two or more parties use to find a peaceful resolution to their dispute.

PROVISIONS

Board Chair

- The Chair is responsible for providing leadership for the Board.
- With direction from the Board, the Chair represents the Board and its interests.
- The Chair communicates on behalf of the Board to the public on matters related to the Board's licensing mandate.
- The Chair works with the President to ensure the Board has the information and advice it needs to make informed decisions.
- The Chair ensures that Board members have training to effectively carry out their responsibilities.
- The chair fosters a positive working relationship among Board members and between the Board and the President.

All Board Members

- Board members will:
 - endeavour to represent the broader interests of Yukon residents.
 - be honest with others and true to themselves.

- refrain from trying to influence other board members outside of meetings as that might have the effect of creating factions and limiting free and open discussion.
- be willing to be a solitary voice, endeavor to build on the ideas of others, offer alternative points of view, and invite others to do so as well.
- be balanced in their efforts to understand other Board members and to make themselves understood.
- will support board decisions even if their own view is a minority one.
- not disclose or discuss differences of opinion on the Board with those who are not on the Board.
- communicate externally with 'one voice'.
- respect the confidentiality of information discussed (see Confidentiality Policy).
- disclose their involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest (see Conflict of Interest Policy).

Conflict Resolution

- Board members should endeavour to resolve conflicts in a professional manner and as quickly as possible.
- Board members should first endeavour to resolve issues among themselves. When this is not possible, the Chair should assist to resolve the issue.
- The steps for resolution should include:
 - Identify the source of the conflict. Both parties should be provided the chance to share their side of the story.
 - Try to determine the cause of the incident.
 - Request solutions – identify how the situation could be changed.
 - Identify solutions and alternatives that both parties can support as the most acceptable course of action.
 - Parties need to be in agreement with the alternatives suggested in the course of action in order to prevent conflicts from arising in the future.

Social Events

- Board members may be invited to lunch, dinner, sporting or cultural events, trade shows, product seminars and other social occasions. A practice must not be made of accepting such invitations regularly from the same organization. There is no conflict of interest provided these situations do not occur on an ongoing and frequent basis and are communicated beforehand to the Chair.

- Board members must conduct themselves in such a manner as to reflect positively on the Cannabis Licencing Board and shall conduct themselves with integrity and avoid impropriety or the appearance of impropriety on all occasions.

Disclosure of Criminal Charges

- If a Board member is charged with an offence under the Criminal Code of Canada or the *Controlled Drugs and Substances Act* (Canada) or any other federal statute, the Board member shall immediately report such a charge to the Chair.
- In the event that a Board member makes such a report, the Chair shall forthwith determine if the Board member has:
 - a. Created a real or perceived conflict of interest that impacts the Cannabis Licencing Board, and/or
 - b. Seriously compromised the Board member's ability to continue to perform their role as a member of the Board.

Workplace Harassment

- Workplace and sexual harassment is not acceptable.
- All members of the Cannabis Licencing Board shall promote and demonstrate commitment to respectful and harassment-free conduct.

Acceptance of Gifts and Invitations

- Board members must not accept gifts or other benefits that are connected directly or indirectly with the performance of their duties from any individual, organization or corporation, other than:
 - a. the normal exchange of gifts between friends;
 - b. the nominal exchange of hospitality between persons doing business together;
 - c. tokens exchanged as part of protocol;
 - d. nominal gifts presented to persons participating in public function;
 - e. nominal prizes presented to persons who are participating in industry supported events or tournaments;
 - f. invitations to events on an occasional basis; or
 - g. in the event the Board members is in doubt with respect to the gift or the propriety of acceptance of an invitation, the advice of the Chair must be sought.

Political Activity

- Cannabis Licencing Board members, except as noted otherwise, may participate in political activity.
 1. Board members who run as candidates in territorial or federal elections may need to take leave of absence from Board duties. The leave will commence the day after the writ for the election is issued or on the day candidacy is publicly

announced, whichever is the later. Whether the member is required to take leave is determined based on whether there is a potential conflict of interest between Board duties and political activity.

2. Board members elected to territorial or federal office are required to resign the day of their election.
3. Board members elected to municipal councils shall meet with the Chair to discuss their continued availability and possible conflict of interest.
4. Board members not elected are entitled to return effective the day after the election.

Procedures

1. Board members deciding to run for political office shall advise the Chair of their intentions in writing.
2. In the case of a Board member preparing to contest a municipal, territorial or federal election, the Chair shall review the circumstances and make the necessary arrangements for the granting of leave from Board duties if needed.
3. A Board member who is elected to territorial or federal office shall tender a written resignation which will take effect the day of the election.
4. A Board member who is elected to municipal office shall meet with the Chair to determine the continued availability of the Board member for ongoing duty on the Board.
5. Board members who are unsuccessful candidates in municipal, territorial or federal elections and wish to return to the Cannabis Licencing Board shall contact the Chair to initiate the process of reinstatement.

Political Parties

- A Board member may hold membership in a constituency association of a political party, but shall not hold elected office in any constituency association of a political party or territorial party association.

Board-President Relations

- The Board will act to advance the public interest and the mandate provided in the *Cannabis Control and Regulation Act* and adhere to the principles of integrity, respect, efficiency and client service.
- The President provides leadership, general supervision, management and control of the Corporation's day-to-day operations within the applicable legal, regulatory and policy frameworks to achieve the corporation's operational and financial objectives.
- The President supports the Board in discharging its responsibilities and maintains effective communication with the Board and its Chair.
- The Board and the President should respect each other's sphere of responsibility and be appropriately supportive.

- This means, for example:
 - All communication with staff should go through the President from the Chair.
 - Board members will direct any and all feedback to the President in a constructive manner;
 - Board members should expect from the President:
 - Attendance at Board meetings as requested;
 - Full application and analysis on applications and sanctions; and,
 - Open, honest participation, including support for participation from Yukon Liquor Corporation staff members.
- The Chair is responsible for administering the policy, for issuing instructions as necessary, for implementation and for regularly promoting the policy to ensure Board members are aware of their obligations.

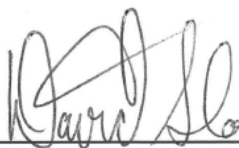
RELATED FORMS

RELATED POLICIES & DIRECTIVES

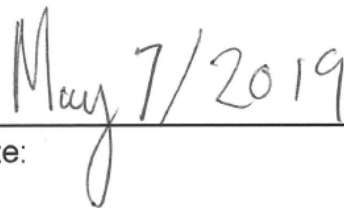
CB-2019-01 Confidentiality Policy

CB-2019-02 Conflict of Interest Policy

Approved by:



David Sloan



Date: