

Pacific Regional Harbour Authority Advisory Committee

Code of Conduct

General Principles

Individual and stakeholder's participation in consultations are accompanied by responsibilities. Parties that participate in consultation processes should do so in good faith and with the public interest in mind. Committee members also have a responsibility to engage in effective, balanced and respectful communication. All participants have a responsibility to actively participate and provide non-partisan advice so that the government gets the information it needs to make well-informed and balanced decisions, and so that consultation processes operate as efficiently as possible.

Communications

In order to maximize the exchange of information among parties and minimize misunderstandings, SCH and Advisory Committee members should:

- speak clearly, listen carefully and ask for clarification if a point is not understood;
- share information related to the issues at hand;
- clearly explain what is important to them, what their interests are and why;
- state their perspective as concisely and briefly as possible; and
- not knowingly provide misleading or inaccurate information.

The Committee Chair shall ensure that all Committee members have the opportunity to speak and all perspectives and interests are heard, by:

- seeking the active participation of all members; and
- providing opportunities for all members to be heard.

Confidentiality

SCH and Advisory Committee Members shall engage in appropriate communications activities by:

- respecting the confidentiality of individual views expressed during meetings;

- not divulging information identified as privileged or time sensitive obtained from the work of the Committee until the information has been released for public distribution.

Mutual Respect

SCH and Advisory Committee members shall maintain a respectful atmosphere, by:

- respecting each others' values and interests;
- separating issues from people;
- avoiding accusatory or critical language, rude behaviour, and stereotyping;
- listening to what others have to say without interrupting;
- beginning meetings on time;
- seeking a better understanding of other perspectives with an open mind;
- recognizing the legitimacy of all interests; and
- allowing members the freedom to be creative, brainstorm, and test ideas without prejudice to future discussions.

Conflict of Interest

Conflict of interest is defined as “any situation in which a member is in a real or perceived position to take advantage of privileged information for their personal benefit”. As such:

- members should avoid situations in which their participation in PRHAAC and/or NHAAC results in real or perceived conflict of interest (i.e. personal benefit);
- members should declare any potential conflict of interest to the Chair for awareness and consideration.

Transparency and Legitimacy

SCH and Advisory Committee members shall:

- avoid participation in activities that might undermine the consultation process;
- not use the consultative bodies as lobbying mechanisms.

Note: This Code of Conduct is adapted from the Code of Conduct included in DFO's Consultation Toolbox.