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# **CODE OF CONDUCT**

## **For Members of Carleton Condominium Corporation No. 542 Board of Directors**

In carrying out his/her duties as a member of the Board of Directors for C.C.C. No. 542, each Director shall:

1. Be aware and comply with the requirements under the Condominium Act, C.C.C. No. 542 Declaration, By-laws, Policies, Rules and regulations and this Code of Conduct.
2. Have a fiduciary relationship with all owners that impose high standards of trust and confidence when acting for C.C.C. No. 542.
3. Ensure that the Declaration, By-laws, Policies, Rules and Regulations are consistently and fairly enforced, regardless of the needs of other Board members, friends, or family.
4. Balance the needs and obligations of C.C.C. No. 542 as a whole with those of individual owners.
5. Act with courtesy, respect, and professionalism when personally interacting with an owner.
6. Hold as confidential issues concerning individual units and unit owners.
7. Perform duties on a voluntary basis and as such, a Director shall not take advantage of services or opportunities for personal gain that are not available to all owners.
8. Work together with the Property Manager to care and preserve the common elements and assets of C.C.C. No. 542, and to ensure the welfare, safety and lifestyle of the owners.
9. Acknowledge the Property Manager's expertise, and use him/her as a resource to improve the quality of the Board's decisions.
10. Attend, participate in and contribute to the meetings of the Board.
11. Act and debate Board discussions with courtesy, and in respect of the views expressed and positions taken by other Directors; be reminded that each Director has a unique background and set of skills that will positively contribute to discussion and decision-making.
12. Be fully informed of issues, rely on the advice of experts, avoid conflicts of interest, exercise honest judgment, and give appropriate consideration to alternate courses of action. Decisions are to be made regardless of personal interest or opinion, in good faith and in the best interests of C.C.C. No. 542.

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13. Advise either any Director or Manager, as promptly as possible, when pressures of work or family will prevent attendance at meetings.
  14. Recognize that the vote of the Board on any issue shall be binding, however, a Director may, if he/she feels the Board is acting contrary to the Condominium Act, By-laws and policies, this Code of Conduct, or the law, ask that his/her objection, and negative vote, be noted in the minutes, and it shall be noted.
  15. Once majority of the Board of Directors has reached a decision all members must work to support and fulfill the decision.
  16. Not disclose the discussions or decisions of the Board until the relevant Meeting Minutes are duly approved; not disclose personal, confidential information about another owner.
  17. Refrain from taking any action in the name of the Board, except when such action has been duly authorized by the Board; defer to and recognize the authority of the Board in all matters relating to C.C.C. No.542.

I understand and agree to comply with the Code of Conduct for Members of the Board of Directors of C.C.C. No. 542.

Date Oct 3, 2024 Signature *Anne Marie Nevins*  
Print Anne-Marie Nevins

Date Oct 8, 2024 Signature *David Dupont*  
Print David Dupont

Date Oct. 6, 2024 Signature *F. Jessome*  
Print Francine Jessome

Date Oct 7, 2024 Signature *John Osborne*  
Print John Osborne

Date Sept 27, 2024 Signature *Ken Robinson*  
Print Ken Robinson

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# **Enforcement of Violations of the Code of Conduct**

## **For Members of Carleton Condominium Corporation No. 542 Board of Directors**

In order to ensure compliance with the Code of Conduct for Members of the Board of Directors of C.C.C. No. 542, the following procedures will be initiated:

1. All allegations of violations, or perceived violations, of the Code of Conduct shall be presented to the Board President; the President shall be in charge of all proceedings to investigate the allegations.
2. The President shall convene a special meeting of the Board as soon as possible in order to avoid any appearance of impropriety.
3. If the allegation is against the President, or the President is not able to accept the responsibility as noted in #2, the allegation shall be presented to the Vice President, and, if unable to perform this responsibility, to the Director with the most seniority.
4. Resolution of the charges shall be made by quorum of the Board; no decision can be made if the Director, who is accused of violating the Code of Conduct, is not able to attend to present his/her defense.
5. If the accused Director refuses to attend the special meeting of the Board to resolve the allegation, then allegation will be resolved without the presence of the accused Director.
6. The accused Director will not be present in the room during the special meeting of the Board when final discussion and voting takes place.
7. If the accused Director has been found to have violated the Code of Conduct, as determined by a majority vote of the Board, the Board will consider the following options to remedy the violation:
  - a) Advise the accused Director to cease such violation, or.
  - b) Request the resignation of the accused Director or
  - c) If the Director refuses to resign - Terminate the Director's appointment to the Board within 48 hours of notification in writing.

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I understand and agree to comply with the Enforcement procedures for Violations to the Code of Conduct for Members of the Board of Directors of C.C.C. No. 542.

Date Oct 4, 2024

Signature *Anne Marie Nevins*

Print Anne-Marie Nevins

Date Oct 8, 2024

Signature *D. Dupont*

Print David Dupont

Date Oct. 6, 2024

Signature *F. Jessome*

Print Francine Jessome

Date Oct 7, 2024

Signature *John Osborne*

Print John Osborne

Date Sept 27, 2024  
~~Sept 27, 2024~~

Signature *Ken Robinson*

Print Ken Robinson