

The Commission expects of itself and its members ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour.

1. Commission members must represent loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other commissions, boards, organizations or staffs. This accountability supersedes the personal interest of any Commission member acting as an individual consumer of the organization's services.
2. Commission members must avoid any conflict of interest whether real or perceived that supersedes their responsibilities to the Airport. Commission members hold positions of trust so there is a general obligation on them to avoid situations of conflict of interest.
 - 2.1. If a Commission member has a potential conflict of interest on any issue, the member must declare the potential conflict prior to discussion of the issue. This declaration shall be noted in the Minutes. The member may make a statement, with the permission of the Chair, but shall not take part in the discussion and voting of the issue and shall remove him/herself from the place of discussion. This abstention shall be recorded in the Minutes. The member is still included in determining a quorum.
 - 2.2. Commission members shall not be deemed to be in a potential conflict of interest for the purposes of establishment of Commission honoraria and allowances within the guidelines of the Airport.
 - 2.3. Commission members must not use their positions to obtain employment at the Airport for themselves, their spouses, spousal equivalents, children grandchildren, parents or siblings.

- 2.4. Should a Commission member be considered for employment by the Commission directly, s/he must first resign from the Commission.
- 2.5. Public Commission members shall not retain their Commission membership if they are employed by the Airport.
- 2.6. A Commission member shall not use his/her position to secure special privileges, favors or exemptions for the Commission member or any other person.
- 2.7. A Commission member shall not use any confidential information of the Airport:
 - 2.7.1 for personal profit;
 - 2.7.2 for the profit of other person;
 - 2.7.3 contrary to any Freedom of Information and Protection of Privacy legislation or regulations; or
 - 2.7.4 contrary to the Airport's policies concerning the use and communication of confidential information.
- 2.8. A Commission member may at any time seek clarification from the Commission as to whether any transaction he/she is contemplating would constitute a conflict of interest within the meaning of this policy and the Commission shall rule on such a request.
- 2.9. A public Commission member may receive remuneration from the Airport through the supply of goods or services provided that it is through a process that assures transparency, competitive opportunity, and equal access to otherwise "inside" information.
- 2.10 Commission members shall annually sign the Commission Agreement Regarding the Commission Member's Code of Conduct and GPA Code of Ethics and Conflict of Interest Policies and the Related Party Disclosure (when approved).

3.0 Commission members may not attempt to exercise individual authority over the organization except as explicitly set forth in Commission policies.

3.1 Commission members' interaction with the CEO or with staff must recognize the lack of authority in any individual Commission member or group of Commission members except as noted above.

3.2 Commission members' interaction with the public, media or other entities must recognize the same limitation and the similar inability of any Commission member or group of Commission members to speak for the Commission.

3.3 Commission members will make no judgments of the CEO or staff performance except as that performance is assessed against explicit Commission policies by the official process.

3.4 Commission members shall not interfere in the management or operational affairs of the Airport.

4.0 A Commission member may be deemed to have breached his/her duties and responsibilities by being absent from the regular meetings of the Commission for three consecutive meetings, or for four regular meetings in any fiscal year, without authorization by a resolution of the Commission to do so.

5.0 If the Commission has reasonably determined that a member other than the CEO has breached the approved standards of conduct for its members, it may petition the City of Grande Prairie to revoke the appointment of the member.

Approved: 

Reviewed: _____

Date: 16/04/20

Date: _____