

Call Out Ethics and Review Committee

Dear Members,

In accordance with the By-Laws and Regulations and Policies the Auxiliary is seeking qualified candidates in the Central and Arctic Region to come forward and serve on the Ethics and Review Committee.

Please read the Policy below which was up dated November 28, 2021.

We ask that your resume be sent via email to the Nominating Committee before Friday, September 02, 2022 at 2200. We would ask that your resume simply summarize your qualifications for the position in approximately 200 words. If more information is required someone from the Nominating Committee will be in contact with you.

The following are the Nominating Committees Members names and email addresses:

Rodney Turcotte

rodney.turcotte@forces.gc.ca

Al McCambridge

al.mccambridge@rcmp-grc.gc.ca

John Levantis

john.levantis@gmail.com

Nigel Spink

nigel.spink@gmail.com

Peggy Griffin

pastpresident@ccga-ca.com

We thank all interested members for considering sitting on the Ethics and Review Committee.

Peggy Griffin

Chair Nominating Committee

Policy

The Ethics and Review Committee shall review and may make recommendations related to complaints.

Reason for Policy

To set the Terms of Reference for the Ethics and Review Committee.

Procedure

Introduction

This document is the Terms of Reference and Procedures of the Ethics and Review Committee of the Canadian Coast Guard Auxiliary (Central & Arctic) (hereinafter called “the Committee”).

Policy Framework

The Committee is charged with administration of the By-Laws, Regulation, Policies and Procedures as approved by the Board of Directors and amended from time to time. The Committee does not create policy; rather its role is to carry out the policy. Where there are gaps or inconsistencies, the Committee may recommend amendments to the Board of Directors for approval.

Terms of Reference

The mandate of the Committee is as follows:

- a) To participate in the Discipline Procedure including investigating complaints in accordance with the By-Laws and SOPP;
- b) Investigate, present findings, and provide input to the Executive Management Committee on the By-laws, Discipline Policy, Harassment Prevention Policy and Code of Conduct.
- c) Be prepared to guide member’s complaints through the process of properly addressing their concerns.
- d) Continually improve the clarity and scope of the ethical standards of the CCGA.
- e) Recommend actions to be taken by the President and/or the Board of Directors in the event of a conflict of interest.
- f) Offer recommendations to the Board of Directors for changes to the, SOPP, By-Laws, Harassment Prevention Policy and Code of Conduct, as required.

Committee Membership

a) Membership in the Committee shall consist of five CCGA members in good standing (including the chairperson) regardless of past or present rank. CCGA members shall be appointed by the Board of Directors on the advice of the Nominating Committee. Committee appointment shall be staggered to ensure continuity of membership.

b) Members shall be recruited by a general call for volunteers.

c) Appointment to the Committee shall be made by the Board of Directors based on the skills, qualifications and seniority of the applicants.

d) The term of membership on the Committee is 3 years after which existing members may apply for re-appointment.

e) Members of the Committee will be called upon to investigate alleged violations of the SOPP and/or to investigate situations of alleged harassment or discrimination. Consequently, the member must demonstrate the highest standards of professionalism and personal integrity and must quickly declare any conflicts of interest and abstain from decision making if such a conflict exists. (See Conflict of Interest Policy)

Fairness and Transparency

The Committee Members will investigate all aspects of the matters before them and will work diligently to provide a fully impartial report. The Committee will remain vigilant to ensure that no bias, prejudice or imbalance of view be allowed to interfere with decisions.

The Committee will operate in accordance with the principles of natural justice which include, but are not limited to, presumption of innocence, right to a fair hearing and right of appeal.

Confidentiality & Disclosure

The proceedings of the Committee shall be confidential and known only to the participants.

All records regarding complaints will be dated on the outside of a sealed envelope and kept confidential. They will remain with the Secretary's records in a sealed file for at least 2 years. After 2 years, the records will be destroyed, unless another formal complaint is made involving the complainant or the respondent, in which case the records may be brought forward in order to determine sanctions regarding subsequent complaints. When a complaint record is sealed, this means that its contents will not be available to anyone unless another complaint involving either the complainant or the respondent occurs within the two years following the completion of the complaint, unless the file is retained longer. If the complaint record is to be reviewed, it will only be viewed by the Investigator and the decision-making body.

CCGA (C&A) Ethics & Review Committee Terms of Reference

1. Introduction

This document is the Terms of Reference and Procedures of the Ethics and Review Committee of the Canadian Coast Guard Auxiliary (Central & Arctic) (hereinafter called “the Committee”).

2. Policy Framework

The Committee is charged with administration of the By-Laws, Regulation, Policies and Procedures as approved by the Board of Directors and amended from time to time. The Committee does not create policy; rather its role is to carry out the policy. Where there are gaps or inconsistencies, the Committee may recommend amendments to the Board of Directors for approval.

3. Terms of Reference

The mandate of the Committee is as follows:

- a) Investigate, present findings, and provide corrective, but not punitive, recommendations related to alleged infractions of Regulations, Policies and Procedures, By-laws, Harassment Prevention Policy and Code of Conduct as brought forward through a formal complaint. Such complaint can be either Internal – i.e. from a member of CCGA C&A or External – i.e. from a person who is not a member of CCGA C&A. The Committee will not mediate complaints. Mediation is to be carried out at the unit or district level. Should mediation not be successful, a formal complaint may be brought forward.
- b) Be prepared to guide member’s complainants through the process of properly addressing their concerns.
- c) Continually improve the clarity and scope of the ethical standards of the CCGA C&A.
- d) Recommend actions to be taken by the President and/or the Board of Directors in the event of a conflict of interest.
- e) Offer recommendations to the Board of Directors for changes to the Regulations, Policies and Procedures, By-Laws, Harassment Prevention Policy and Code of Conduct, as required.

4. Committee Membership

- a) Membership in the Committee shall consist of five CCGA (C&A) members in good standing (including the chairperson) regardless of past or present rank. CCGA members shall be appointed by the Board of Directors on the advice of the Nominating Committee. Committee appointment shall be staggered to ensure continuity of membership.
- b) Members shall be recruited by a general call for volunteers.
- c) Appointment to the Committee shall be made by the Board of Directors based on the skills, qualifications and seniority of the applicants.
- d) The term of membership on the Committee is 3 years after which existing members may apply for re-appointment.

e) Members of the Committee will be called upon to investigate alleged violations of Regulations, Policies and Procedures and/or to investigate situations of alleged harassment or discrimination when mediation at the local or district level has failed. Consequently, the member must demonstrate the highest standards of professionalism and personal integrity and must quickly declare any conflicts of interest and abstain from decision making if such a conflict exists. (See Conflict of Interest Policy)

5. Fairness and Transparency

The Committee will investigate all aspects of the matters before it and will work diligently to provide a fully impartial report. The Committee will remain vigilant to ensure that no bias, prejudgment or imbalance of view be allowed to interfere with decisions. The Committee will recommend corrective actions, such as sensitivity counselling, but not punitive action, such as suspension of membership. Punitive action is to be left to the discretion of the Executive, based on the investigative report provided by the Committee. The Committee, and the Executive in determining the outcome, will operate in accordance with the principles of natural justice and the rules of civil procedure which include, but are not limited to, presumption of innocence, right to a fair hearing, right to confront one's accusers, right to call and cross examine witnesses, and right of appeal.