

Use of Social Media and Websites by Members of Local Boards and Members of Adjudicative Boards

Purpose

1. This Interpretation Bulletin reminds members of local boards and members of adjudicative boards for the City of Toronto that their use of personal social media accounts and websites should comply with their respective Codes of Conduct; specifically, the *Code of Conduct for Members of Local Boards (Restricted Definition)* and the *Code of Conduct for Members of Adjudicative Boards*.
2. Members should consult the Integrity Commissioner for confidential advice when they have specific questions about the use of social media and websites not addressed in this bulletin. The public and media are also invited to contact the Integrity Commissioner for general information about the requirements in the Codes of Conduct but opinions about whether or not someone has complied with these requirements will not be provided as such findings can only be made if an investigation is conducted.

Application of the Codes of Conduct

3. When a member uses social media and websites, they must consider that it is easy for others to search and find that someone is a member – even if they do not specifically refer to their title or position on the board in the material they post. For this reason, like any other personal activity, the Codes of Conduct apply to the use of social media and websites when it is connected to, reflects or impacts their work on the board and the public's confidence in their capacity to serve on that board.
4. A member must not assume they are authorised to communicate online about their board's decisions, activities, policies or meetings. Before doing so, they should seek authorization from their Chair and board to post such information.
5. When using personal social media accounts and websites, a member must separate their social media/website use from their public duties. This includes, but is not limited to, the requirements that a member:
 - must not disclose or use confidential information they have obtained in their work on their board;

- must not use City or board resources;
- must observe any limits placed on their political activity; and,
- must treat others including the public, City and board staff, and other members with respect.

Interpretation

6. This bulletin provides guidance with respect to the use of social media and websites and the Codes of Conduct. In the event of any inconsistency, the requirements in the Codes of Conduct govern.

Contact Information

Office of the Integrity Commissioner
 City of Toronto
 375 University Avenue, Suite 202
 Toronto, ON M5G 2J5
 (416) 392-3826

integrity@toronto.ca

toronto.ca/integrity

Issue Date	April 1, 2022
Version	1.0
Notes	This bulletin replaces and supersedes interpretation bulletins previously issued to members of local boards and members of adjudicative boards about the use of social media.