

# Condominium Tribunal Authority Ethical Framework

## 1.0 Purpose

The Condominium Authority Tribunal (CAT) is committed to delivering its services impartially and equitably, and to be respectful, honest, and trustworthy in all our work. To that end, the CAT has developed a comprehensive ethical framework to guide the conduct of its members.

## 2.0 Background

Pursuant to Schedule C of the [CAO's Administrative Agreement with the government](#), the [Memorandum of Understanding \(MOU\) between the Board of the CAO and the Chair of the CAT](#) must account for the establishment of an ethical framework.

Further, under Section 5.2.6 of the MOU, the Chair of the CAT is responsible for ensuring the development of accountability and governance documents. More specifically, the Chair of the CAT is required to develop, inform, and guide the compliance of Tribunal Members with the Ethical Framework under Section 7 of the MOU.

The CAT's Ethical Framework consists of several CAT and CAO policies to guide and support ethical practices within the Tribunal, including:

1. [The Memorandum of Understanding \(MOU\) between the CAT and the CAO](#)
2. [The Condominium Authority Tribunal Member Code of Conduct](#)
3. [The Condominium Authority Tribunal Member Conflict of Interest Policy](#)
4. [The CAO Access & Privacy Policy](#)
5. [CAO Public Complaints policy](#)

## 3.0 Ethics Executive

Pursuant to the MOU between the Board of the CAO and the CAT Chair, the CAT Chair is the Ethics Executive for all Tribunal Members. In that capacity, the Chair is responsible for guiding and promoting the ethical conduct of Members, which includes the establishments of policies and procedures governing Member conduct. Further, the Chair is the primary point of contact for appointees requiring advice, guidance or decisions on ethical matters.

As Ethics Executive, the Chair is responsible for:

- Developing and administering the CAT's Ethical Framework;
- Developing and implementing the relevant CAT policies and procedures;
- Ensuring that members are aware of the relevant CAT/CAO policies and procedures;
- Providing advice to members on the application of the ethical framework;
- Conducting inquiries and identifying further steps to be taken where a member may have contravened a requirement of one of the appendices;
- Making determinations on conflict of interest and ethical issues and providing directions where a potential or real conflict is identified; and,
- Reviewing and authorizing requests to engage in outside activities that may present a possible conflict of interest.

To support compliance with this framework, the following steps are taken:

- During interview process, applicants are asked to identify if they have any potential conflicts of interest;
- Members are provided with all relevant policies along with their offer of appointment;
- Members are required to declare any possible conflicts and outside activity before appointment;
- Members are required to sign the Code of Conduct and Conflict of Interest Policy;
- Members are required to proactively disclose any external/non-CAT activities or engagements and to work with the Ethics Executive to navigate potential conflicts of interest related thereto;
- The Framework and all relevant policies will be reviewed with members on an annual basis; and,
- The CAT Chair will provide an annual update to the board regarding amendments to/compliance with this Ethical Framework.