



Rural Municipality of

Snipe Lake No. 259

BYLAW # 1-2016

BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES

WHEREAS *The Municipal Act, Section 111* requires municipalities to adopt and maintain policies with respect to certain matters.

AND WHEREAS the R.M. of Snipe Lake No. 259 has developed policies relating to the matters referred to in *Section 111 of The Municipal Act*.

AND WHEREAS the R.M. of Snipe Lake No. 259 may from time to time adopt further policies related to the operation and governance of the R.M.

NOW THEREFORE the Council of the R.M. of Snipe Lake No. 259 hereby enacts as follows:

1. THAT the Council of the R.M. of Snipe Lake No. 259 does hereby adopt the Code of Conduct for Municipal Employees, attached hereto as Schedule "A".
2. THAT Schedule "A" forms part of this by-law.
3. THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

REEVE

ADMINISTRATOR



Certified a true copy of a bylaw passed by Council
On the 12th day of January, 2016.

ADMINISTRATOR



SCHEDULE "A" TO BYLAW #01-2016

CODE OF CONDUCT For Municipal Employees of the R.M. of Snipe Lake No. 259

PRINCIPLES OF THE CODE OF CONDUCT

Our employees must observe the highest standards of ethical behaviour in the Performance of their duties, regardless of personal consideration. Employees must Avoid situations in which their personal interest conflicts, or appears to conflict, with The interest of the municipality in their dealings with persons doing or seeking to do Business with the municipality.

Employees must not engage in any conduct or activity that contravenes our bylaws or Any law in force in Saskatchewan which might:

- Detrimentially affect the municipality's reputation;
- Make the employee unable to properly perform his or her employment responsibilities;
- Cause other employees to refuse or be reluctant to work with the employee; or
- Otherwise inhibit the municipality's ability to efficiently manage and direct its operations.

PURPOSE OF THE CODE OF CONDUCT

The Code of Conduct is to provide an understanding of the fundamental rights, privileges and obligations of municipal employees.

The Code of Conduct is to protect the public interest.

The Code of Conduct is to promote a high ethical standard among municipal employees.

The Code of Conduct provides a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.

The Code of Conduct sets out the corrective measures for unethical conduct.

POLICY STATEMENT

The Code of Conduct recognizes implicitly that an employee of the municipal corporation is entitled to the same basic rights of freedom afforded to all citizens. Employees shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person with respect and dignity.

The following focus areas shall formulate the R.M.'s Code of Conduct.

A. USE OF MUNICIPAL PROPERTY

1. Employees must not use the municipality's property, vehicles, equipment, supplies, or services for activities not associated with the discharge of official duties but they can be used if Council permission is obtained prior to use.
2. Employees shall not use the municipality's property, vehicles, equipment, supplies or services for personal gain.

B. POLITICAL ACTIVITY

1. Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.
2. Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

C. BUSINESS DEALINGS

1. Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.
2. Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the municipality.

D. MEDIA RELATIONS

1. Relations with the media shall be conducted so that only factual and objective information related to policies adopted by Council is transmitted. Employees must refrain putting forth speculative or subjective insights.

E. CONFIDENTIAL INFORMATION

1. Employees shall safeguard and protect information of the municipality.
2. Confidential information means information that is not part of the public Domain and information designed by council as confidential, such as personnel Information, internal policies, items under any legal proceeding, etc.
3. Information shall be released in accordance with the provisions of *The Freedom of Information and Protection of Privacy Act*.

F. STAFF / COUNCIL RELATIONS

1. Employees shall deal with all members of Council in an objective and impartial manner at all times.
2. Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives originating from Council.

G. STAFF / PUBLIC RELATIONS

1. Employees shall treat every person, including the public, with dignity, understanding, and respect.
2. Every person, including the public, shall in return, treat employees, with dignity, understanding, and respect.

H. COMPLIANCE

1. The Administrator and Foreman shall ensure that staff is aware of and in compliance with the terms of this Code of Conduct.
2. The employee has a responsibility to request an interpretation of the Code from the Administrator if they are unsure whether their behaviour, circumstances, or interests contravene the Code.
3. Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the Code, the employee must disclose the conflict or potential conflict in writing, to:
 - The Administrator or Foreman, in the case of any employee; or
 - Council or the Personnel Committee in the case of the Administrator.
4. Failure to comply with the terms of this Code of Conduct may result in disciplinary action in the form of any or all: disciplinary letter, copy to be placed

in the employee's file, employee training (ethics), short-term suspension, long-term suspension, or termination.

- 5. Where a disclosure is made, the matter will be treated seriously and in confidence. The Administrator must review the disclosure with the requestor within five (5) business days, from the date the disclosure is made, and determine an appropriate course of action to address the actual or potential conflict.
- 6. Non-compliance with the Code of Conduct will be reviewed by the Administrator or Foreman. If it's the Administrator or Foreman who is non-compliance with the Code of Conduct then the infraction will be reviewed by Personnel Committee and if further action needs to be taken it then goes to Council.

_____	_____
Employee	Witness/Foreman

Date

_____	_____
Reeve	Administrator

Date