

**Resort Village of Island View**

**BYLAW NO 04-2019**

**BYLAW TO ESTABLISH A MUNICIPAL EMPLOYEE CODE OF  
CONDUCT**

That the Council of the Resort Village of Island View, in the Province of Saskatchewan enacts as follows:

1. Pursuant to Section 111.1 of *The Municipalities Act*, Council is required to establish an Employee Code of Conduct.
2. Terms and conditions are set out in the attached documentation marked as Exhibit "A".
3. This bylaw shall come into force and take effect on the final passing thereof.



Certified a true copy of Bylaw 04/2019

Read a third time and adopted by council

of the Resort Village of Island view this

30 day of November.

Ray Olson, Mayor

Kelly Turcotte, Administrator

Section 290 The Municipalities Act

## RESORT VILLAGE OF ISLAND VIEW MUNICIPAL EMPLOYEE CODE OF CONDUCT

### PRINCIPLES:

Our employees must observe the highest standards of conduct 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 interests 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 by-laws or any law in force in Saskatchewan which might:

- detrimentally 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.

Nothing expressed in this document is intended to replace any other statute, regulation, law, bylaw or stipulation in contract regarding these matters but rather this document is in addition and complements all other federal, provincial and municipal laws and regulations inclusive of Human Rights legislation, the Occupational Health and Safety Act and the Saskatchewan Employment Act.

### PURPOSE:

This code of Conduct is intended to:

- provide an understanding of the fundamental rights, privileges and obligations of municipal employees;
- protect the public interest;
- promote high ethical standards among municipal employees;
- provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
- set out the corrective measures for unethical conduct.

### CONFIDENTIALITY:

Every municipal employee must hold in strict confidence all information of a confidential nature acquired in the course of his or her employment with the municipality. Confidential information means information that is not part of the public domain and information designated by council as confidential, such as personal information, internal policies, items under any legal proceedings, etc.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use information that is obtained as a result of his or her employment and that is not available to the public to:

- further, or seek to further, his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

## **USE OF INFLUENCE:**

The municipality strives to ensure fairness and objectivity in its decision making process.

Without restricting the scope of this principle, it is considered a breach of the Code of Conduct for an employee to use his or her position to seek to influence a decision of another person so as to:

- further, or seek to further his or her private interests or those of his or her family; or
- seek to improperly further another person's private interests.

## **PROCEDURES:**

Employees are expected to comply with the Code of Conduct. Employees have a responsibility to request an interpretation of the Code of Conduct from the municipality's senior administrative official (the Administrator) if they are unsure whether their behavior, circumstances, or interests contravene the Code.

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:

- his or her direct supervisor, in the case of any employee, or - the supervisor must immediately advise the Administrator.
- Council or the Human Resources Management Committee in the case of the Administrator

The disclosure should include a detailed description of the conflict or potential conflict.

Where a disclosure is made, the matter will be treated seriously and in confidence. The supervisor, Administrator or Human Resources Management Committee must review the disclosure 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.

Where an actual or potential conflict of interest exists, corrective measures to address the actual or potential conflict will include:

- employee to disclose specifics of the conflict of interest;
- employee to withdraw from participation respecting the matter where the conflict or potential conflict exists;
- other such measures and/or discipline as may be determined by Council.

Where an employee fails to disclose an actual or potential conflict of interest, the municipality will take action by:

- giving the employee a disciplinary letter, copy to be placed in the employee's file;
- employee will be given training regarding ethics and Code of Conduct;
- depending on the nature of the conflict or potential conflict, a short term or long term suspension may be given;
- depending on the nature of the conflict or potential conflict, Council may consult with the municipal solicitor regarding termination of the employee.

**Exhibit "A"**

**The items below are some but not all of the activities which might constitute or cause a conflict of interest and should be considered in contracts and/or discussed with Council:**

- **Pecuniary compensation or acceptance of gifts for provision of municipal services.**
- **Use of municipal property and assets for personal purposes.**
- **Political and community activities not otherwise contemplated in contracts.**
- **Employment of family and friends without Council approval.**
- **Outside work or business activities that are in contravention of ratified contracts.**
- **Use of drugs and/or alcohol whether medicinal or not when performing municipal duties.**