

Bylaw No. 2016-2

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

The Council of the Village of Pelly in the Province of Saskatchewan enacts as follows:

**PART I – INTERPRETATION**

1. **SHORT TITLE**

a. This bylaw may be cited as “The Municipal Employee Code of Conduct Bylaw”.

2. **DEFINITIONS**

a. In this bylaw:

i. “**Municipal Employee**” shall mean any person employed by the municipality and any person elected as Mayor and Council of the municipality.

3. **PURPOSE**

a. The purpose of this bylaw is to establish and make publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.

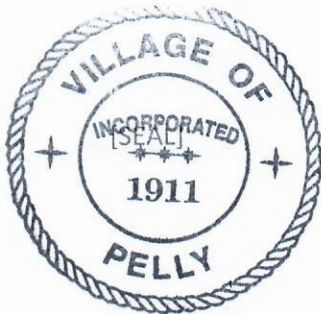
**PART II – MUNICIPAL EMPLOYEE CODE OF CONDUCT**

4. All municipal employees are to abide by the provisions of “Schedule A – Village of Pelly Municipal Employee Code of Conduct.”

5. Any municipal employee found in conflict with any of the provisions may be held personally liable for damages and liability and terminated from employment.

**PART III - COMING INTO FORCE**

6. This bylaw comes into force on the day of its final passing.



*Sharon Nelson*  
\_\_\_\_\_  
Mayor

*[Signature]*  
\_\_\_\_\_  
Clerk / Administrator

Section 111 of *The Municipalities Act*.

Read a third time and adopted  
this 14 day of JAN., 2016

*[Signature]*  
\_\_\_\_\_  
Administrator

*Certified a true copy of  
Bylaw 2016-2 adopted by  
resolution of Council this  
14th day of January, 2016.*

*[Signature]*



## 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.

### 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 proceeding, 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 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 Personnel 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 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.