

**RURAL MUNICIPALITY OF MONTROSE NO. 315**

**BYLAW NO 2018-1**

**Being a bylaw to establish a Code of Conduct for Municipal Employees of the Rural Municipality of Montrose No. 315**

**WHEREAS** *The Municipalities Act* section 111.1 states a council shall cause to be established and made publicly available a code of conduct for employees of the municipality that includes conflict of interest rules.

**AND WHEREAS** the Rural Municipality of Montrose has developed policies relating to the matters referred to in Section 111.1 (2) of *The Municipalities Act*.

**AND WHEREAS** the Rural Municipality of Montrose may from time to time adopt further policies related to the operation and governance of the Municipality.

**NOW THEREFORE** the Council of the Rural Municipality of Montrose hereby enacts the following:

1. THAT the Council of the Rural Municipality of Montrose 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.



  
Reeve  
Administrator

Read a third time and adopted  
this 11 day of January 2018

  
Administrator



**RURAL MUNICIPALITY OF MONTROSE NO. 315  
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.

**CONFLICT OF INTEREST:**

A conflict of interest occurs when in the interest of an employee's duties; the employee is called upon to deal with a significant matter in which the employee has a direct or indirect personal and or financial interest.

**NEPOTISM:**

An employee's immediate family may work for the municipality provided there is no opportunity to exercise favoritism or there is no conflict of interest present. This prohibits an employee from being in direct supervision of their immediate family.

When an employee marries or cohabits with another employee and a conflict of interest or favoritism situation is obvious, if an alternative position is not available, one of the employees will be required to resign.

**ACCEPTANCE OF GIFTS:**

An employee shall not accept a gift, favor service from any individual, organization or corporation other than the normal exchange of gifts between persons doing business together; or the normal presentation of gifts to persons participating in public functions.

**NEGLIGENCE:**

Negligence in the performance of duties shall include blatant disregard and violation of municipality policies and procedures.

**INSUBORDINATION:**

Insubordination shall include refusal to carry out direction given by a supervisor.

**MISUSE OF LEAVE AND UNSATISFACTORY ATTENDANCE:**

Misuse of leave and unsatisfactory attendance shall not be tolerated.

**THEFT AND/OR DISHONESTY:**

Theft shall include taking Municipality or other employees' property. Dishonesty shall include falsifying records for any reason.

**CONSUMPTION OF INTOXICATING DRUGS AND ALCOHOL:**

Employees must abide by applicable laws and regulations governing possession or use of alcohol or drugs.

It is not permissible for employees to attend to their job duties and responsibilities having consumed alcohol, be under the influence of drugs or other similar substances, which might adversely affect their performance on the job.

**USE OF MUNICIPAL PROPERTY:**

Employees must not use the municipality's property, vehicles, equipment, supplies or services for activities not associated with the discharge of official duties.

Employees shall not use the municipality's property, vehicles, equipment, supplies or services for personal gain.

**BUSINESS DEALINGS:**

Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.

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.

**POLITICAL ACTIVITY:**

Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.

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.

**STAFF/COUNCIL RELATIONS:**

Employees shall deal with all members of Council in an objective and impartial manner at all times.

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.

**STAFF/PUBLIC RELATIONS:**

Employees shall treat every person, including the public, with dignity, understanding, and respect.

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

**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.