

Approval Date:	September 13, 2021	Policy Number:	P-80-94-A
Motion:	MOTION-21-09-360		
Supersedes:	P-80-2009-01 Code of Ethics for Municipal Employees (page 9 of the Personnel Policy, dated September 27, 2004)		
Title:	Code of Ethics and Conduct for Municipal Employees		

Background

Acceptable behavior of a municipal employee differs from that of employees in the private sector as municipal employees work for a public institution ultimately accountable to the public. Given this, it is important to have a distinct code of conduct in place for municipal employees to ensure their work is done with integrity, to ensure an appropriate level of service within budget constraints, to manage public perceptions, to avoid favoritism, to protect confidential information, and to avoid personal gain from the use of position, while protecting the rights of individual municipal employees and residents within the Town.

Purpose

This policy is to assist municipal employees in navigating the ethical implications of the decisions they make daily.

These guidelines are additional to any requirements at law and do not excuse any employee from complying with any common law or statute law.

Definitions

“Employee” is a person employed by the Town of Peace River.

“Supervisor” means an Employee who supervises other Employees, and includes Directors, Managers, and Coordinators.

“Town” means the corporation of the Town of Peace River.

“Council” means the Town of Peace River Council.

“CAO” means the Chief Administrative Officer of the Town of Peace River.

Scope

This Policy applies to all Town of Peace River Employees.

Policy

1. Responsibilities

1.1. Council:

1.1.1. Review, amend and adopt changes to this Policy.

1.2. Chief Administrative Officer:

1.2.1. Administer and implement this Policy;

1.2.2. Identify necessary revisions to the Code of Ethics and Conduct for Municipal Employees Policy in consultation with Council, Supervisors and Human Resources;

1.2.3. In conjunction with Supervisors and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,

1.2.4. Ensure that Employees are advised of this Policy.

1.3. Human Resources

1.3.1. Provide awareness and education of this Policy for all Employees;

1.3.2. In conjunction with the Chief Administrative Officer and Supervisors, be responsible for monitoring Employee compliance with this Policy; and,

1.3.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

1.4. Supervisors

1.4.1. Provide awareness and education of this Policy for all Employees;

1.4.2. In conjunction with the Chief Administrative Officer and Human Resources, be responsible for monitoring Employee compliance with this Policy; and,

1.4.3. Promptly lead or assist in the investigation and resolution of potential violations of this Policy.

1.5. Employees

1.5.1. Be familiar with, and act in accordance with, this Policy.

2. General Conduct

2.1. Employees shall perform their duties with integrity, honesty, respect, and in a spirit of public service.

2.2. Employees shall show respect and accountability to each other, Councillors, and the public at all times.

2.3. Employees shall be polite and courteous at all times and shall refrain from the use of inappropriate and lewd language (including scenarios that may be considered and/or perceived to be in jest).

2.4. Employees shall treat others equitably and fairly.

2.5. Employees shall recognize and value the diversity among workgroup members, customers, and citizens.

2.6. Employees shall accept responsibility for their actions, behaviour, and impact on others.

2.7. Employees have a duty to carry out Council decisions, irrespective of their personal opinions.

2.8. Town of Peace River is dedicated to providing an atmosphere free from barriers in order to promote equity and diversity. We celebrate and welcome the diversity of all employees, stakeholders and external personnel. The Town of Peace River will foster an environment that respects people's dignity, ideas and beliefs thereby ensuring equity and diversity in employment. We demonstrate our commitment to this by providing a supportive work

environment and a corporate culture that welcomes and encourages equal opportunities for all employees.

- 2.9. Employees shall not be involved in any business decision making by the municipality where there exists the potential for personal or private gain of the employee, the employee's immediate family or companies of which the employee is a signing officer.

3. Work Time and Town Assets

- 3.1. Employees shall use Town assets only for the performance of Town duties.
- 3.2. Employees shall safeguard Town assets.
- 3.3. Employees shall avoid inappropriate uses of Town assets.
- 3.4. Town assets cannot be used for personal use.
- 3.5. Tools or equipment owned by the Town are not to be loaned or rented to employees except as specifically authorized elsewhere.
- 3.6. No storage of large personal property on Town property or facilities. This includes but it not limited to:
 - 3.6.1. Vehicles
 - 3.6.2. Recreational Vehicles
 - 3.6.3. Trailers
 - 3.6.4. Dangerous goods
 - 3.6.5. Excludes small personal items such as those that may be found in the employee's workspace or otherwise required in the course of their duties.

4. Outside Business Activities

- 4.1. Before an employee takes on any outside business activities, it is important that they consider the following:
 - 4.1.1. Will the outside business activity interfere with their duty as a municipal employee?
 - 4.1.2. Will the outside business activity influence their ability to do their job with the Town objectively, impartially, safely, and efficiently?
 - 4.1.3. Will their job with the Town give them any special influence in the outside business activity?
- 4.2. If there is a conflict of interest, the CAO may ask the employee to choose between ceasing that outside business activity and resigning from their job at the Town, if the activity has not been previously disclosed to the CAO.

5. Involvement in Community Organizations

- 5.1. When an employee is a member of a Community Organization, in a decision-making role, the employee should not be making any direct requests of the Town. It is recommended that another member of the Community Organization make the request.

6. Dealing with Relatives

- 6.1. Employees shall not issue development and building permits to themselves or their family.
- 6.2. If an employee's family member requires a permit from that employee's department, another municipal employee, such as a supervisor, may issue the permit so as not to hinder the employee's family member's ability to conduct business with the Town.
- 6.3. Employees may not hire a member of their family to work for the Town.

- 6.4. If a member of an employee's family wishes to pursue employment with the Town, their recruitment will be handled by another employee as designated by the CAO.
- 6.5. Family members who work for the Town are not permitted to be in a direct reporting relationship, unless authorized by the CAO.

7. Handling of Information

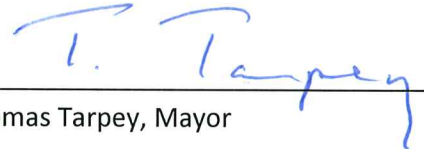
- 7.1. Employees are privy to a great deal of confidential information about Town residents, businesses, other levels of government, other organizations, and individuals. As such, employees must handle confidential information in accordance with Alberta's Freedom of Information and Protection of Privacy Act, especially as stipulated in sections 16 to 29.

8. Gifts

- 8.1. An employee shall not accept a gift, favour or service from any individual, organization, or corporation, other than:
 - 8.1.1. the normal exchange of gifts between friends,
 - 8.1.2. the normal exchange of hospitality between persons doing business together,
 - 8.1.3. tokens exchanged as part of protocol, or
 - 8.1.4. the normal presentation of gifts to persons participating in public functions.

9. Political Activity

- 9.1. Under the Canadian Charter of Rights and Freedoms, an individual has the right to be a member of a political party (Canadian Charter of Rights and Freedoms, 2. Fundamental Freedoms (d) Freedom of Association).
- 9.2. Part of the nature of a municipal employee's work is that it is apolitical. Each employee must take care that their participation in a political party's activities does not affect their apolitical objectivity in their work at the Town.
- 9.3. If an employee solicits donations for a political party, they must not do so on Town property, nor during work time, nor shall they represent themselves as a Town employee while soliciting donations.
- 9.4. If an employee wishes to run for political office at the Provincial or Federal level they may apply for a leave of absence from the CAO and would be required to resign their position if elected.



Thomas Tarpey, Mayor



Christopher J. Parker, CAO