



**BY-LAW NUMBER 28-2013**

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**BEING A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES OF THE TOWNSHIP OF ASHFIELD-COLBORNE-WAWANOSH**

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**WHEREAS** the Municipal Act 2001, S.O. 2001, Chapter 25, Section 270(1) requires municipalities to adopt and maintain policies with respect to certain matters.

**AND WHEREAS** the Township of Ashfield-Colborne-Wawanosh has developed policies relating to the matters referred to in Section 270(1) of the Municipal Act.

**AND WHEREAS** the Township of Ashfield-Colborne-Wawanosh may from time to time adopt further policies related to the operation and governance of the Township.

**NOW THEREFORE** the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh hereby enacts as follows:

1. THAT the Council of the Township of Ashfield-Colborne-Wawanosh 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.

**Read a FIRST and SECOND time this 4<sup>th</sup> day of June 2013.**

**Read a THIRD TIME and FINALLY PASSED this 4<sup>th</sup> day of June 2013.**

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**Original signed by**  
**Reeve, Ben Van Diepenbeek**

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**Original signed by**  
**Administrator/Clerk-Treasurer, Mark Becker**

**SCHEDULE "A" TO BY-LAW  
28-2013**

**Code of Conduct for  
Municipal Employees of the Township of Ashfield-Colborne-Wawanosh**

**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.

**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 Township'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.
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. Information shall be released in accordance with the provisions of the Municipal 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. Department Heads shall ensure that staff is aware of and in compliance with the terms of this Code of Conduct.
2. Failure to comply with the terms of this Code of Conduct may result in disciplinary action.
3. Non-compliance with the Code of Conduct will be reviewed by the Department Head. Department Head non-compliance with the Code of Conduct will be reviewed by Council.