

Type of Decision									
Meeting Date	Friday, June 15, 2012				Report Date	Thursday, June 7, 2012			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	x	Information Only			Type of Meeting	X	Open		Closed
REPORT TITLE									
New Code of Conduct - Employees - Report #15/06/12/1101									

Subject: Review of the New Code of conduct for Employees.

RECOMMENDATION: That Council pass the following resolution adopting the Code of Conduct as presented.

**WHEREAS** one of the recommendations of the Delfi Group reports included a review of the Municipal Code of Conduct for Council and Employees;

**THEREFORE BE IT RESOLVED THAT** the Council of the United Townships of Head, Clara & Maria does hereby agree to adopt the presented Code of Conduct for use for employees commencing immediately.

Background/Executive Summary:

As the former document existed to attempt to provide guidelines for both staff and Council members and was not specific to each group and due to the challenges over the past year; it is felt that two separate documents are required so that each party knows which sections apply specifically to them.

The existing document has been modified; sections have been added to provide clarity and explanation. Those parts specific to Council or committee members have been removed. Some clarification of duties and process has occurred. As municipal employee performance is an HR matter, breaches and investigations are administrative in nature and should be handled as such.

Codes of conduct from other municipalities have been reviewed and appropriate sections incorporated into ours.

For comparison purposes, the existing policy remains on line until the new one is adopted at <http://www.townshipsofheadclaramaria.ca/Policies/Code%20of%20Conduct-April%202009.pdf>, under the "Policies" tab.

Financial Considerations/Budget Impact: None

Policy Impact: None, as per provincial legislation;

Others Consulted/Resources/References: the Municipal Act; the City of Ottawa Code of Conduct; County of Renfrew Code of Conduct;

Approved and Recommended by the Clerk

Melinda Reith,

Municipal Clerk

*Melinda Reith*

