



Policy #9 – Corporate

Approval Date: November 17, 2010

Policy Statement

This policy has been created to provide the principles, values, standards, and rules of behavior that guide the decisions, procedures and systems of the Village of Delia in a way that

- (a) contributes to the welfare of its key stakeholders, and
- (b) respects the rights of all constituents affected by its operations.

The Village acknowledges that only through the commitment of the employees and Council are we able to deliver quality service and maintain public trust. Employees and Council members must be above approach in their professional dealings and must demonstrate the highest standard of behavior. It is with this in mind that every Village Council member and employee is expected to be aware of and adhere to this policy.

This policy can't outline every situation or relationship that might create a conflict of interest. Each of us must understand and be able to apply base ethical standards. Without exception, at some point, an employee or Council member will be faced with ethical dilemmas and will struggle to find an answer to the question: What is the right thing to do?

When in doubt, talk to your peer and/or supervisor. If you can't arrive at an answer, or if your issue is too sensitive to discuss with peers or a supervisor, feel free to contact the Chief Administrative Officer or Mayor, and if necessary access to further resources will be made available.

Conflict of Interest

An employee or Council member may not appear before Village Council or a committee of Council on matters affecting an external organization, where that employee or Council member has any involvement that could be considered a conflict of interest without a prior declaration to the CAO.

If you are in a position to advise Village Council or to influence Village Council as a member of Council or a committee of Council, your interest in a particular issue could be seen as favoritism or a conflict of interest. It must be clear to everyone that any volunteer work is done as a private individual and not as a Village representative.

Employees and Council members must make an extra effort to recognize instances where there is the potential for personal gain or benefit. Where there is a possibility, the employee or Council member must remove themselves from the decision making process.

If you are a resident of the Village, you also have a right to appear before Council on any issue specified in the Municipal Government Act. You also have the right to appear before Council on the behalf of a private company. If you do so, you must declare your involvement to the Chief Administrative Officer prior to any representation to Council.

Village Assets

An employee or Council member will use and permit to be used Village assets only for the performance of Village duties, or as approved in the policies on vehicle and equipment use. Employees will safeguard and protect Village assets, and not use any Village assets in an inappropriate manner.

Assets include, but are not limited to, vehicles, telephones, electronic networks and equipment, computers, information, property, buildings, inventory, and all financial assets.

Council and employees must reimburse the Village for any personally incurred costs (long distance calls, private photocopying, shop consumables, etc.)

Disclosure of Information

Village employees and Council will only collect, use and disclose information in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and only for the purpose of carrying out Village business.

Personal information, assessment, taxation, and other information is to be kept confidential and secure, and must be used only for the purposes for which it is collected.

Provincial legislation, the Freedom of Information and Protection of Privacy Act (FOIP), regulates the way municipalities release information. Employees are required to keep all personal information in the Village's possession confidential and use it only for the purposes for which it was gathered. Personal information cannot be released without permission and cannot be used for personal gain.

Gifts and Gratuities

Village employees and Council will not accept or provide any gift, benefit or favor in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

Employees and Council members must not give or receive gifts in exchange for special consideration or favors.

For example unacceptable practices would be to accept cash, loans, free services or individual discounts for goods or services or to exchange purchase points or purchase incentives (Canadian Tire cash, bulk oil purchases points, etc.) from Village purchases for goods or services for personal gain.

An example of acceptable practices are to accept small Christmas gifts (cards, cookies, chocolates, etc) or promotional materials (calendars, pens, hats) or to accept a door prize won by an employee or council member at an event where the employee or Council member is representing Council.

Outside Employment

An employee or Council member will only engage in other employment activities that do not conflict with Village duties or this policy.

If outside employment is being considered, take the following steps:

1. Any outside employment is subject to Council review and approval.
2. Employment by the Village must take priority over any secondary employment. Any secondary employment must not take place during regular working hours.
3. Employees should not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests or conduct a private business when such employment, service or business creates a conflict with or impairs the proper discharge of their official duties.

Political Activity

Political activities, such as canvassing, campaigning, and fundraising, that aim to advance an individual's or group's interests will not be permitted in the workplace during working hours. Employees certainly have the right to take part in political activities and electioneering, but must do so on their own time.

As a municipality, employees may have close ties to other levels of government and may meet with officials from other provincial or municipal governments. In order to respect all beliefs, political activity is not allowed in the workplace.