

**NORTHERN VILLAGE OF PINEHOUSE  
CODE OF ETHICS BYLAW FOR COUNCIL MEMBERS  
No. 03-2018**

The information in this document refers to:

- *The Cities Act*, section 55.1
- *The Municipalities Act*, section 81.1
- *The Northern Municipalities Act, 2010*, section 100.1

# CODE OF ETHICS

## NORTHERN VILLAGE OF PINEHOUSE

### BYLAW NO. 03-2018

#### A BYLAW TO ESTABLISH A CODE OF ETHICS FOR COUNCIL MEMBERS

##### Short Title

1. This Bylaw may be cited as the “Code of Ethics Bylaw”.

##### Legal Requirement

2. This bylaw has been created to comply with section 107.1 of *The Northern Municipalities Act, 2010* and as outlined in section 3.1, Schedule 1, of *Northern Municipalities Regulations*

#### PART I CODE OF ETHICS

#### Code of Ethics for Members of Council

##### Preamble

As members of council, we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires a commitment to the highest ethical standards.

The quality of the public administration and governance of the Northern Village of Pinehouse, as well as its reputation and integrity, depends on our conduct as elected officials.

##### Purpose and Interpretation

The purpose of this code is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials.

This code is to be interpreted in accordance with the legislation applicable to the municipality, the common law and the policies and bylaws of the municipality.

Neither the law nor this code is to be interpreted as exhaustive, and there will be occasions on which a council will find it necessary to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government.

It is the responsibility of each member of council to uphold the standards and values set out in this code.

##### Standards and Values

###### *a. Honesty*

Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.

###### *b. Objectivity*

Members of council shall make decisions carefully, fairly and impartially.

###### *c. Respect*

Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect.

Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council. They shall not use

derogatory language towards others, shall respect the rights of other people and groups, shall treat people with courtesy and shall recognize the importance of the different roles others play in local government decision making.

***d. Transparency and Accountability***

Members of council shall endeavour to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions.

Members of council are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

***e. Confidentiality***

Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by council to do so. Members shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.

***f. Leadership and the Public Interest***

Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the municipality. A member shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government.

Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct.

***g. Responsibility***

Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan, including *The Municipalities Act*.

This duty includes disclosing actual or potential conflicts of interest, either financial or otherwise relating to their responsibilities as members of council, following policies and procedures of the municipality, and exercising all conferred powers strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

**PART II**

**CONTRAVENTION OF THE CODE OF ETHICS**

**Complaint Procedure**

3. As required by clause 107.1(5)(c) of *The Northern Municipalities Act, 2010*, the following section details the procedure for handling contraventions of the code of ethics.

- (a) To report an alleged contravention of the code of ethics, an individual/organization/member of council may submit the form found in Schedule A, by sending the form directly to the CAO, by mail, e-mail, fax or courier. The complaint will then be presented to council at the next regular meeting of council in an *in camera* session.

Business Unit Head and concerned HR Manager and shall be binding on the Employees.

**VI. EXCEPTIONS**

Any exceptions to the norms laid down in this Policy may be at the discretion of the Chairman/ Managing Director or any appropriate authority delegated by them.

**VII. CONTACT**

All queries and clarifications on the policy and procedures may be referred to the HR-Office

**VIII. ACCOUNTABILITY**

It is a condition of an appointment and/ or employment that all Employees must understand and adhere the Company's Code of Conduct and at all times and abide by the standards, requirements and procedures laid down herein. They must:

- commit to individual conduct in accordance with this Policy.
- observe both, the spirit and the letter of the law in their dealings on Company's behalf. recognize Company's responsibility to its shareholders, customers, employees, those with whom Company does business, and to society. Assess priorities in the context of discharging these responsibilities appropriately on Company's behalf.
- conduct themselves as responsible members of society, giving due regard to health, safety, and environmental concerns, and human rights, in the operation of Company's business.
- report any suspected breach of the law or this Policy to the HR Office or to the Ombudsperson via email at to who will protect those who report violations in good faith.

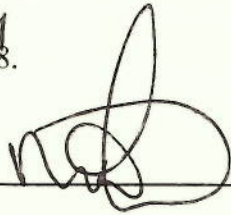
**IX. AMENDMENTS**


The Company reserves the rights to change/ amend / add /delete/ modify this Policy in whole or in part, at any time without assigning any reason whatsoever. The Employees acknowledge that they will not be personally advised of any such change/ amendment / addition /deletion/ modification. The Employees are advised to check for any such change/ amendment / addition /deletion/ modification regularly. The Employees hereby unconditionally agree to all such changes / amendments / additions / deletions / modifications.

4. This Bylaw shall come into force and take effect when read for a third time.

Read a first time this day of <sup>21<sup>st</sup></sup> Feb 2018  
 Read a second time this day of <sup>9<sup>th</sup></sup> May 2018  
 Read a third time and adopted this day of <sup>9<sup>th</sup></sup> May 2018.



  
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 Mayor

  
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 Administrator