

 Town of CANMORE	Council Policy
Policy Title:	Code of Conduct
Policy Number:	HR-002
Date in Effect:	June 27, 2017
Current as of:	July 6, 2021

POLICY STATEMENT

1. It is the policy of the Town of Canmore ("Town") that employees adhere to a Code of Conduct that supports the Town's values of wellness, respect, integrity, service and teamwork. Town employees are accountable to the Town, Council and residents of Canmore, and are responsible for the assets entrusted to them. Town employees must demonstrate the highest of standards of ethical business and personal behaviour.

176-2021

PURPOSE

2. This policy applies to all employees of the Town of Canmore
3. The Code of Conduct Policy outlines the Town's expectations regarding employee conduct and behaviour, and addresses risk areas that an employee may encounter in their work.
4. This policy does not answer every question or situation that may arise. It is intended to promote ethical decision making and behaviour and to make employees think about how ethics and integrity must guide them in doing their work for the town.

176-2021

DEFINITIONS

5. "Conflict of interest" means when the interests of an employee compete, or appear to compete, with the interests of the Town. Such competing interests may make it difficult for the employee to fulfill his or her duties impartially.
6. "Employee" means any employee, supervisor, or manager.
7. *Repealed 176-2021*
8. "Relative" means a spouse, child, sibling, aunt, uncle, cousin, nephew, niece, parent or grandparent of the employee, or any person who is related by marriage, and includes in-laws, or those whose relationship with the employee is similar to that of persons who are family members or who are related by marriage.

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PERSONAL CONDUCT

9. Employees will perform their duties with honesty and integrity, and in a manner that is helpful, respectful and courteous, and that honours the dignity and diversity of colleagues and the public.

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10. Employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

a) Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding Town policies and operations.

b) Employees must not use their position in government to lend weight to the public expression of their personal opinions.

176-2021

TOWN TIME AND ASSETS

11. Employees are required to care for Town assets, which includes all property, equipment, software, information, and time. Town assets may only be used for Town purposes, or as approved by the employee's supervisor.

176-2021

USE, COLLECTION, AND DISCLOSURE OF PERSONAL INFORMATION

12. Employees will use, collect, and disclose information only for purposes consistent with the use for which it was collected, and in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act.

176-2021

PERSONAL GAIN, BENEFIT, OR FAVOURITISM

13. Employees must remove themselves from any decision process that may result in personal gain, favouritism, benefit, or a situation in which a matter could monetarily affect them or their relative. Where employees have access to confidential information relating to any competition open to the public, they are ineligible to compete.

POLITICAL ACTIVITY

14. *Repealed 176-2021*

15. Employees are entitled to exercise their right to support and to be involved in a political campaign, provided they do so on personal time and do not utilize Town resources or Town property.

176-2021

GIFTS AND GRATUITIES

16. Employees will not accept or provide any gift (including cash or like cash), benefit, or favour in exchange for special consideration or influence, or where it may be perceived to be in exchange for special treatment.

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17. Employees may accept a token or gift that is:

a) Part of the normal exchange of hospitality among persons doing business such as a lunch or event ticket;

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- b) A small gift showing appreciation (e.g., coffee, cookies, chocolates);
- c) Advertising material (e.g., calendars, note pads, pens, caps);
- d) A corporate discount available to all Town employees;
- e) A protocol item (e.g., symbolic or ceremonial gifts);
- f) A conference door prize.

18. *Repealed 176-2021*

OTHER EMPLOYMENT

19. Employees shall not engage in any outside employment, business, or undertaking for the employee's direct or indirect personal gain:

- g) While on duty for the Town;
- h) Where it will, or is likely to, interrupt or interfere with the performance of their employment duties;
- i) Where the employee derives some form of benefit by virtue of their employment with the Town;
- j) That will, or is likely to, influence, affect, or impair the manner in which the employee carries out their duties with the Town;
- k) In such a manner, or in such a way, as to appear to be acting on behalf of the Town.

176-2021

WORKPLACE RELATIONSHIPS

20. A romantic or sexual relationship between a manager/supervisor and an employee who reports directly or indirectly to that person often creates compromising conflicts of interest, or the perception of such conflicts of interest. If such a relationship occurs, the employees must report the existence of their relationship to the senior employee's direct supervisor, or the Town's CAO if no such supervisor is available or exists. Upon being notified of the relationship, an effort will be made by the Town to arrange a transfer of one of the employees to an acceptable alternative position in order to avoid that workplace relationship conflict of interest.

176-2021

MEDIA RELATIONS

21. Media inquiries should be directed to the Communications department or the department manager. Employees will not respond to media requests unless instructed to do so.

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22. *Repealed 176-2021*

CONSEQUENCES OF NON-COMPLIANCE

23. Failure to report a conflict of interest or potential violation of the Code of Conduct may result in disciplinary action, up to and including dismissal.

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RESPONSIBILITIES

- 24. It is the responsibility of the employee to:
 - a) Review the Code of Conduct and sign the acknowledgement;
 - b) Direct questions concerning the application, interpretation or disclosure of the Code of Conduct to their manager;
 - c) Fully and promptly report to their manager any situation where they may be in, or aware of a violation of the Code of Conduct.

- 25. *Repealed 176-2021*

- 26. It is the responsibility of the manager or supervisor to:
 - a) Ensure each employee receives and reviews the Code of Conduct;
 - b) *Repealed 176-2021*
 - c) Notify the Manager of Human Resources of any possible violations of the Code of Conduct.

- 27. It is the responsibility of the Manager of Human Resources to:
 - a) Assist employees with the interpretation and application of the Code of Conduct;
 - b) When reported, review possible violations of this policy with managers and supervisors;
 - c) Ensure a written record of the employee's declaration of the conflict of interest, the decision of the Manager of Human Resources, and written instructions to the employee with respect to the conflict of interest are maintained in the employee's personnel file.

- 28. It is the responsibility of Council to:
 - a) Review and affirm or consider approval of amendments to this policy at least once per term.

POLICY REVIEW

- 29. This policy will be reviewed by Council on or before July 30, 2025.

RELATED DOCUMENTS

- 30. Respectful Workplace Policy
- 31. Local Authorities Elections Act
- 32. Alberta Human Rights Act

ATTACHMENTS

None

Policy approved by: CP JB

REPEALS POLICY: Employee Code of Conduct 406-2010

AUTHORIZATION:



John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	208-2017	
Amended	2021-07-06	176-2021	Remove independent contractors; address personal views; remove requirements regarding running for office.

Policy approved by: 