

THE CORPORATION OF THE CITY OF KAWARTHA LAKES

BY-LAW 2009-225

**A BY-LAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL AND FOR EMPLOYEES**

**Recitals**

1. Part V.1, Accountability and Transparency, and specifically Section 232.2 (1) of the Municipal Act authorizes municipalities to establish codes of conduct for members of the council and local boards of municipalities.
2. A Code of Conduct for members of Council and local boards of municipalities supports Council's Strategic Priority for "Effective Government" by fostering an environment which supports members to act ethically and professionally while in public office;
3. A Code of Conduct for Employees supports Council's Strategic Priority for "Effective Government" by fostering an environment which supports employees to act ethically and professionally in their appointed duties on behalf of the Corporation.

**Accordingly, the Council of The Corporation of the City of Kawartha Lakes enacts this By-law 2009-225.**

Section 1.00: Definitions and Interpretations

1.01 **Definitions:** In this by-law,

"**CAO**" means the person who holds the position of Chief Administrative Officer and his or her delegate(s) or, in the event of organizational changes, another person designated by Council;

"**City**", "**City of Kawartha Lakes**" or "**Kawartha Lakes**" or "**Corporation**" means The Corporation of the City of Kawartha Lakes and includes its entire geographic area.

"**City Clerk**" means the person appointed by Council to carry out the duties of the clerk described in section 228 of the *Municipal Act, 2001*;

"**Council**" or "**City Council**" means the municipal Council for the City.

"**Department Head**" means the Directors of the Corporation.

"**Employee**" means the person who holds a position they were hired to perform by the City of Kawartha Lakes.

"**Mayor**" means the Head of Council of the City.

"**Member**" means a Member of the Council and includes the Head of Council.

Where the term is used in reference to a Committee, it refers to only those members of the Committee itself. Where the term is used in reference to an Ad Hoc Committee made up of persons who are not Members of the Council, the term also includes those persons.

1.02 **Interpretation Rules:**

- (a) The Schedules attached to this by-law form part of the by-law, and are enforceable as such.

(b) The words “include” and “including” are not to be read as limiting the meaning of a word or term to the phrases or descriptions that follow.

1.03 **Statutes:** References to laws in this by-law are meant to refer to the statutes, as amended from time to time, that are applicable within the Province of Ontario.

1.04 **Severability:** If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law shall be considered to be severed from the balance of the by-law, which shall continue to operate in full force and effect.

Section 2.00: Code of Conduct – Members of Council

2.01 **Adoption:** The Code of Conduct and Ethics – Members of Council Policy appended to this By-law as Schedule “A” is adopted.

The Code of Ethics and Value Statement of Commitment by Members of Council appended to this By-law as Schedule “B” is adopted.

2.02 **Policy Manual:** The Code of Conduct and Ethics – Members of Council Policy and the Code of Ethics and Value Statement of Commitment by Members of Council are to be placed in the Corporate Policy and Procedure Manual.

Section 3.00: Code of Conduct – Members of Staff

3.01 **Adoption:** The Code of Conduct – Employees Policy appended to this By-law as Schedule “C” is adopted.

The Code of Ethics and Value Statement of Commitment by Employees appended to this By-law as Schedule “D” is adopted.

3.02 **Policy Manual:** The Code of Conduct – Employees Policy and the Code of Ethics and Value Statement of Commitment by Employees are to be placed in the Corporate Policy and Procedure Manual.

Section 4:00: Administration and Effective Date

4.01 **Administration of the By-law:** The Chief Administrative Officer is responsible for the administration of this by-law.

4.02 **Effective Date:** This By-law shall come into force on the date it is finally passed.

By-law read a first, second and third time, and finally passed, this 24<sup>th</sup> day of November, 2009.

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Mayor

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Clerk