



Code of Conduct

Municipal Livestock Predation Investigators and Valuers

Policy Statement and Rationale:

This Code of Conduct and Ethics is established to provide a shared and common foundation and expectations for acceptable behavior, conduct and actions of Municipal Livestock Predation Investigators and Valuers (Investigators). It is recognized that appointed Investigators bring valuable community knowledge, experience and information, and are committed community stakeholders and ambassadors. In addition to being well-informed to undertake legislated roles, Investigators are expected to carry out their duties in a fair, honest, conscientious, diligent, impartial, transparent and professional manner.

Investigators must operate within the scope of work and requirements outlined in the Ontario Wildlife Damage Compensation Program, the Protection of Livestock and Poultry from Dogs Act, and any successor provincially mandated programs and Acts.

This Code of Conduct and Ethics provides positive direction to Investigators in support of the following principles:

- That impartial decision-making considers the best interests of the entire Municipality;
- That communications are open, honest, consistent, respectful, consultative and inclusive;
- That private interests are kept separate from public responsibilities;
- That respect and support for others, including Council members, members of City staff and members of the public, is maintained.

Scope:

This policy relates to Council-appointed Municipal Livestock Predation Investigators and Valuers.

Definitions:

“City”, “City of Kawartha Lakes” or “Kawartha Lakes” 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;



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“**Investigator**” means a person appointed as Municipal Livestock Predation Investigators and Valuers by by-law of the City of Kawartha Lakes

“**Person**” means a human individual. For the purposes of this policy, the term does not include “artificial” persons recognized by law (for example, Corporations).

Policy:

General

All Investigators shall serve the City of Kawartha Lakes with honesty and integrity, and in a conscientious and diligent manner. Investigators shall:

- Perform the responsibilities assigned, within their legislated and prescribed authorities.
- Understand, and adhere to all City by-laws, policies and procedures
- Understand and adhere to federal and provincial legislation in a manner that is consistent with such legislation
- Act in cooperation with City staff members
- Treat all members of Council and the public fairly and consistently with care and respect.
- Recognize their role as ambassadors and representatives of the City at all times
- Avoid any conflict of interest.
- Adhere to this Code of Conduct and Ethics and report any contraventions of the Code to the appropriate authority.

Gifts and Benefits

To ensure and foster a culture of impartiality and objectivity Investigators shall not, directly or indirectly through family members or otherwise, solicit any gift or accept/receive any gift or personal benefits or rewards which may be tied or inferred to be tied directly or indirectly to their position or the performance of their duties.

No Investigator shall seek or obtain by reason of his or her appointment any personal privilege or advantage with respect to city services not otherwise available to the general public and not consequent to his or her official duties except as authorized by law or policy of the City.

Confidentiality and Use of Municipal Information

It is every Investigator’s responsibility to ensure information disseminated to other Members, staff and/or the public is accurate. No Investigator shall willfully mislead other Investigators, employees or the public about any issue of municipal concern.



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All requests for City information should be referred to the the City Clerks Office, to be addressed as either an informal request for access to municipal records or as a formal request under the Municipal Freedom of Information and Protection of Privacy Act.

No Investigator shall:

- Use information acquired through their duties for a personal advantage during or after their appointment.
- Use confidential information so as to cause detriment or a benefit to others inappropriately
- Release confidential documents or information until the matter ceases to be confidential as determined by Council, by policy or by legislation
- Have access to information protected under legislation, unless it is specifically relevant to their responsibilities.
- Speak disrespectfully or negatively about the Corporation, a member of Council, another member or Council's decisions.. Any concerns regarding the conduct of another person including a contravention of the Code of Conduct by another member shall be handled through the appropriate process as defined in this policy.
- Speak or act on behalf of the Corporation or City Council without authorization to do so.

Conduct on Site Visits, Meetings, Training Sessions or Events

Investigators shall conduct themselves with decorum at all site visits and events that they attend as an Investigator. Respect and courtesy will be provided to fellow Investigators, Council members, staff and members of the general public. Investigators shall not distract from the business of the City during presentations and meetings. Each Investigator has a responsibility to ensure that such decorum occurs, both through their own conduct and by bringing to the attention of the City Clerk's Office any other offensive conduct that is observed.

Relationships with Staff and Other Investigators

Investigators will show respect for other Investigators, members of the public, and staff and recognize their roles and responsibilities as defined by legislation and the associated regulations or program guidelines.

Investigators shall:



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- Refrain from using their position to improperly influence staff and/or Council members in their duties or functions or to gain an advantage or pecuniary interest for themselves, members of their family or other associates.
- Refrain from publicly criticizing staff or individual Council members in a way that maliciously or falsely injures the professional or ethical reputation of another individual
- Provide advice that is objective and based upon their professional expertise, politically neutral, and considering a corporate perspective, without undue influence from any individual member or group of members of Council or other outside interests.
- Be respectful that staff and Council members have the right to a different point of view providing it is appropriately and responsibly shared
- Carry out Council directions and administer the policies and programs of the municipality without any undue influence from any individual member or group of members of Council or by any outside interests.
- Carry out responsibilities that are set out in legislation without any undue influence from any individual employee or Council member or group of members of Council or any outside interests.
- Be respectful and supportive of the City's commitment to foster a positive work environment that is free from discrimination, harassment, interference, intimidation or coercion through personal adherence to the City's Respect in the Workplace Policy and the Ontario Human Rights Code.

Use of Municipal Property

Investigators may use City property, equipment, supplies or services only for activities connected with the discharge of their official duties as sanctioned by City policy or by-law. Any equipment or supplies purchased by the City in the exercise of the Investigators duties (i.e. cameras) is City property and will be returned to the City at the conclusion of their appointment with the City. Investigators shall report all lost, stolen, or damaged city property, equipment, or supplies at their nearest opportunity. Should the Investigator be found at fault for the lost, stolen, or damaged City property, they may be required to replace it at their expense by the decision of the City Clerk.

No Investigator shall obtain financial gain from the use of city-developed intellectual property, computer programs, technological innovations or other patentable items, while a Investigator or thereafter. All such property remains the exclusive property of the City of Kawartha Lakes.



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No Livestock Valuer/Investigator shall use information gained in the execution of his or her duties that is not available to the general public, for any pecuniary advantage for the Livestock Valuer/Investigator or their family or for any other purpose not related to the implementation of their official duties.

Work of a Political Nature

Investigators shall be aware of and adhere to the City's policy regarding "Use of Corporate Resources for Municipal Election Purposes."

No Investigators shall use City facilities, services, or property in support of a municipal election or re-election campaign, expression of support for or against a political candidate, or any other outside political activity.

Investigators seeking to run for Municipal, Provincial, or Federal elected office shall submit a letter of resignation of their appointed position prior to the filing of nomination papers to the respective authorities.

Fraud, Breach of Trust and Other Criminal Activities

Investigators shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the City of Kawartha Lakes. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage or benefit for oneself and/or others.
- Illegally obtaining money, including the solicitation and/or acceptance of bribes.
- Intentionally providing false or incomplete or withholding information from Council and/or city officials.
- Intentionally circumventing City policies or procedures to gain a personal advantage for oneself and/or others.
- Planning or participating in a theft of City property, or the use of said property to aid or conduct a theft of any kind.
- Inappropriate personal use of or intentional damage to City property.
- Undertaking any other illegal activity.



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Conflicts of Interest

A conflict of interest is understood to occur if an Investigator's personal affairs, business, or relationships overlap with their duties and functions as an Investigator. In order to avoid any conflict of interest, pecuniary interest or personal gain for Investigators, their family or associates, Investigators are not permitted to carry out any assigned duties for which a conflict of interest is present.

Investigators shall avoid and remove themselves from these situations of conflict.

Investigators, and/or their family members, who make a claim for Livestock Damage (under the Ontario Wildlife Damage Compensation Program) of their own property, shall contact another an Investigator with minimal perceived conflict to file a report. Should an Investigator, and/or their family members, need to make multiple claims in a year, the Investigator shall rotate their claims to different Investigators, where possible.

Additionally, Investigators should be aware that some conflicts may be perceived in nature and will need to be considered on an individual basis.

Business/Organization Relations

It is recognized that Investigators may have work or business activities or associations outside of their duties. Investigators shall ensure these responsibilities remain distinct and separate from City business.

Investigators must demonstrate transparency with regards to business relations and/or organizations conducting business with the City. No member shall act as a paid agent before the Corporation or Council.

Investigators shall recognize the need for their decision-making to be impartial and transparent by refraining from having any direct or indirect pecuniary association with any business or organization that has interactions with them in the conduct of their duties and responsibilities. Investigators must disclose to the Clerk's Office and members of the public such information at the first opportunity.

City Expenditures and Purchases

Investigators are not involved in procurement activities for the City. Any City budget advice or recommendations will be considered by Council and/or the appropriate Department liaison.



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Disclosure

Any Member, staff, Council member, Council, or a member of the public has the right to identify any alleged non-compliance. The individual shall bring the matter forward to the City Clerk.

Compliance/Contravention

Upon receipt of an alleged contravention, the City Clerk shall determine the form an investigation will take. The City Clerk shall disclose the alleged contravention to the Investigator and outline the form of investigation. Actions may include discipline up to and including termination of appointment as an Investigator. If the City Clerk determines the action is grounds for termination of their appointment a report with this recommendation will be provided to Council for their decision as to whether the Investigators appointment should be terminated or not.

Any transgression of an illegal matter will be reported to the appropriate police authority.

Implementation & Review

Investigators are to sign the Value Statement before they begin their duties as a Investigator.

Revision History:

Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	