

BYLAW NO. 1-00

SCHEDULE “A”

The conduct of every member of the Urban Municipal Administrators’ Association of Saskatchewan shall be governed by the Code of Ethics pursuant to the provisions of Section 36(2) of the Urban Municipal Administrators’ Act.

1. CODE OF ETHICS:

(1) Be dedicated to concepts of effective and democratic local government by responsible elected officials and believe that professional general administration is essential to the achievement of this objective.

(2) Affirm the dignity and worth of the services rendered by government and maintain a constructive, creative and practical attitude toward municipal local government and a deep sense of social responsibility as a trusted public servant.

(3) Be dedicated to the highest ideals of honor and integrity in all public and personal relationships in order that the members may merit the respect and confidence of the elected officials, of other officials and employees and of the public.

(4) Recognize that the chief function of local government at all times is to serve the best interest of all the people.

(5) Submit policy proposals to elected officials, provide them with facts and advice on matters of policy as a basis for making decisions and setting community goals and uphold and implement municipal policies adopted by elected officials.

(6) Recognize that elected representatives of the people are entitled to the credit for the establishment of municipal policies. Responsibility for policy execution rests with the members.

(7) Refrain from participation in the election of members of the employing legislative body and from all other political activities which would impair performance as a professional administrator.

(8) Keep the community informed on municipal affairs, encourage communication between the citizens and all municipal officers, emphasize friendly and courteous service to the public and seek to improve the quality and image of public service.

(9) Resist any encroachment on professional responsibilities believing the member should be free to carry out official policies on the basis of principle and justice.

(10) Handle all matters of personnel on the basis of merit so that fairness and impartiality govern a member's decisions pertaining to appointments, pay adjustments, promotions and discipline.

(11) Seek no favor, believe that personal aggrandizement or profit secured by confidential information or misuse of public time is dishonest.

(12) Guidelines for the Code of Ethics are outlined on a schedule attached hereto and marked "Appendix A".

(13) Procedure for enforcement of the Code of Ethics is as per the Urban Municipal Administrators' Act.

2. **GUIDELINES FOR THE CODE OF ETHICS**

(1) **Advice to Officials of Other Municipalities:** When members advise and respond to inquiries from elected or appointed officials of other municipalities they should inform the Administrator of that community. Members shall refrain from any attempt to injure falsely or maliciously, directly or indirectly, the professional reputation of a member of the Association.

(2) **Public Confidence:** Members shall conduct themselves so as to maintain public confidence in their profession, their local government and their performance of the public trust.

(3) **Impression of Influence:** Members shall conduct their official and personal affairs in such a manner so as to give clear impression they cannot be improperly influenced in the performance of their official duties.

(4) **Credentials:** An application for employment should be complete and accurate as to all pertinent details of education, experience and personal history.

(5) **Seeking Employment:**

(a) **Qualifications:** Members should seek an administrative position based on their education, experience and other relevant administrative qualifications.

(b) **Professional Respect:** Members, in seeking an administrative position should show professional respect for persons formally holding the position or others that might be applying for the same position. Professional does not preclude honest difference of opinion. It does preclude attacking a person's motives or integrity in order to be appointed to a position.

(c) **Members Shall Refrain From:** Seeking employment within a municipality when the existing vacancy appears to have arisen through the failure of such urban municipality to pay or offer to pay a fair and reasonable salary. Members shall refrain from any attempt to supplant a fellow member.

(6) **Elections of Council Members:** Members should maintain reputation for serving equally and impartially all members of the council of the municipality they serve regardless of party. To this end they should not engage in active participation in the election campaign on behalf of or in opposition to candidates for council.

(7) Other Elections: Members share with their fellow citizens the right and responsibility to exercise their franchise and voice their opinion on public issues.

(8) Investments in Conflict with Official Duties: Members should not invest or hold any investment directly or indirectly in any financial business, commercial or other private transaction which creates a conflict with their official duties.

(9) Confidential Information: Members should not disclose to others, or use to further their personal interest, confidential information acquired by them in the course of their official duties.

(10) Private Employment:

(a) Members 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, services or business creates a conflict with or impairs the proper discharge of their official duties.

(b) Teaching, lecturing, writing or consulting are typical activities which may not involve conflict of interest or impair the proper discharge of their official duties. Prior notification of the governing body is appropriate in all cases of outside employment.

(11) Representation: Members should not use their positions to represent any outside public interest before any agency, public or private, except with the authorization or at the direction of the council of the municipality they serve.