

New Employee Code of Conduct, Theft and Fraud Policy and Whistleblower Policy

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| Date | January 29, 2020 |
| To | His Worship the Mayor and Members of City Council |
| From | Executive Committee |
| Service Area | Office of the City Clerk |
| Item # | CR20-6 |

RECOMMENDATION

That the Executive Committee recommend that City Council:

1. Direct the City Solicitor to amend Bylaw 2002-57, being *The Regina Code of Conduct and Disclosure Bylaw* so that:
 - (a) the code of conduct and disclosure rules in the Bylaw will no longer apply to any City employees as these rules will be replaced with a corporate policy approved by the City Manager;
 - (b) with the exception of the City Manager, City Clerk and City Solicitor, the process in the Bylaw for disclosing conflicts of interest and dealing with violations will no longer apply to City employees but will be governed by the corporate policy;
 - (c) the City Manager, City Clerk and City Solicitor will be subject to the code of conduct and disclosure rules in the new corporate policy but the process for dealing with disclosures of conflicts of interest and violations by these three positions will still be in the Bylaw and will include the following:
 - (i) the City Manager will review and provide direction on disclosures made by the City Clerk and City Solicitor as well as deal with complaints with respect to these positions, although any disciplinary action involving termination would be decided by the Executive Committee;
 - (ii) the Mayor will review and provide direction on disclosures made by the City Manager;
 - (iii) the Executive Committee will retain the authority to deal with any

complaints with respect to the City Manager including taking any disciplinary action for violations;

- (d) the code of conduct and disclosure rules and process for dealing with disclosures and violations in the Bylaw will continue to apply to non-council members on boards and committees established by Council;
 - (e) the references to the former legislation, *The Urban Municipality Act, 1984* will be updated to reflect the equivalent *Cities Act* provisions and other outdated references will be updated, including attaching the disclosure of land holdings form which is filled out by non-council members on those boards and committees specifically outlined in the Bylaw.
2. Approve the repeal of the “Employment of Relatives Policy” that was approved in 1990 as it will be replaced with a section on employment of relatives in the new corporate policy approved by the City Manager.
 3. Direct the City Solicitor to amend Bylaw 2003-70, being *The City Manager’s Bylaw* to expressly authorize the City Manager to establish an employee code of conduct under the powers, duties and function of the City Manager to coincide with the City Manager’s general authority over employees.
 4. Approve the repeal of the “Employment of Relatives Policy” and the amendments outlined in recommendations 1 and 3 to come into force on March 1, 2020.
 5. Direct Administration to bring forward an annual report on employee code of conduct and whistleblower infractions.
 6. Direct Administration to conduct a review of *The Cities Act* and the Code of Ethics Bylaw with respect to City Councillors, propose any necessary changes and report back to the newly elected City Council in 2021.

HISTORY

At the January 15, 2020 meeting of the Executive Committee, the Committee considered the attached report EX20-2 from the Office of the City Clerk.

The Committee adopted a resolution to concur in the recommendations contained in the attached report after adding recommendations #5 and #6 as follows:

5. Direct Administration to bring forward an annual report on employee code of conduct and whistleblower infractions.
6. Direct Administration to conduct a review of *The Cities Act* and the Code of Ethics Bylaw with respect to City Councillors, propose any necessary changes and report back to the newly elected City Council in 2021.

Recommendation #7 does not require City Council approval.

Respectfully submitted,



Amber Ackerman, Deputy City Clerk 1/24/2020

ATTACHMENTS

EX20-2 - New Employee Code of Conduct, Theft and Fraud Policy and Whistleblower Policy

Appendix A The City of Regina Code of Conduct final november 2019

Appendix B Disclosure of Business Interests (003)