



Staff Report

Administration – Human Resources

Report To: Council Meeting
Meeting Date: July 14, 2025
Report Number: ADM.25.046
Title: Employee Code of Conduct – Revised Definitions
Prepared by: Sarah Traynor, Manager of Human Resources

A. Recommendations

THAT Council receive Staff Report ADM.025.046, entitled “Employee Code of Conduct – Revised Definitions”;

AND THAT Council approve the new Corporate Policy entitled “Employee Code of Conduct, POL.COR.25.XX” and accompanying Complaint and Investigation Procedure as attached to staff report ADM.25.046.

B. Overview

This report seeks Council approval of a new Employee Code of Conduct and accompanying Employee Code of Conduct Complaint Investigation Procedure.

C. Background

Further to staff report [ADM.25.027 Employee Code of Conduct](#) considered at the June 30, 2025 Committee of the Whole meeting, this report is provided directly to Council as requested at the June 30, 2025 Committee of the Whole meeting (recommendation below)

THAT Council receive Staff Report ADM.025.027, entitled “Employee Code of Conduct”;

AND THAT Council direct staff to make the changes to the new Corporate Policy entitled “Employee Code of Conduct, POL.COR.25.XX” and accompanying Complaint and Investigation Procedure as attached to this report, and provide the same to the July 14, 2025, Council Meeting, for consideration.

D. Analysis

The revised draft Employee Code of Conduct, attached to this report, includes the following updates to the definitions section:

- Added a new definition of “Accountability”, to align with the [Accountability and Transparency of Town Actions to the Public Policy](#)
- Expands the “Conflict of Interest” definition to also address “Perceived Conflict of Interest”

E. Strategic Priorities

1. Communication and Engagement

We will enhance communications and engagement between Town Staff, Town residents and stakeholders.

2. Organizational Excellence

We will continually seek out ways to improve the internal organization of Town Staff and the management of Town assets.

3. Community

We will protect and enhance the community feel and the character of the Town, while ensuring the responsible use of resources and restoration of nature.

4. Quality of Life

We will foster a high quality of life for full-time and part-time residents of all ages and stages, while welcoming visitors.

F. Environmental Impacts

N/A

G. Financial Impacts

N/A

H. In Consultation With

Corrina Giles, Town Clerk

I. Public Engagement

The topic of this Staff Report has not been the subject of a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Traynor, Manager of Human Resources hr@thebluemountains.ca.

J. Attached

1. Draft Employee Code of Conduct POL.COR.25.XX- Revised
2. Draft Appendix A - Employee Code of Conduct Complaint Investigation Procedure

Respectfully submitted,

Sarah Traynor
Manager of Human Resources

For more information, please contact:
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Report Approval Details

Document Title:	ADM.25.046 Employee Code of Conduct - Revised Definitions.docx
Attachments:	- Attachment 1 - POL.COR.2X.XX Employee Code of Conduct Policy - REVISED July 2 2025.pdf - Attachment 2 - POL.COR.25.XX- Appendix A- Employee Code of Conduct Complaint Investigation Procedure - June 17 2025.pdf
Final Approval Date:	Jul 4, 2025

This report and all of its attachments were approved and signed as outlined below:

Sarah Traynor - Jul 4, 2025 - 1:10 PM

No Signature - Task assigned to Adam Smith was completed by delegate Monica Quinlan

Adam Smith - Jul 4, 2025 - 1:21 PM