

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION ADMINISTRATION	SUBJECT ELIMINATE CONFLICT

1. APPLICATION

1.1. This policy applies to all full time, salaried, non-hourly paid, permanent employees of the Municipality.

2. POLICY STATEMENT

2.1. It shall be the objective of the Staff Hiring Policy to eliminate conflict of interest and unfair advantage due to influence by rejecting employment applications from relatives of councillors or full-time staff of sensitive municipal positions.

2.2. "Relative" shall be defined as the spouse of a councillor or full-time staff member or any son, daughter, father, mother, brother or sister of a councillor or staff member, or the councillors, or member spouse, spouse of such persons, and any other person who normally resides in the same home as the councillor or staff member.

2.3. Should an application for employment be received from any person defined as a "relative", the councillor affected shall immediately declare conflict of interest and the application shall not be considered by the Council or any committee of the Council.

2.4. Each application shall be reviewed to make certain that the applicant is not a "relative" of a full-time staff member and if such member is aware of any such application, then he shall be expected to disclose the fact that the individual applying is within the definition "relative".

2.5. This policy shall apply to all positions whether they are of a full-time, part-time, seasonal or casual nature.

2.6. Sections 9.03 - 9.04 shall apply only to the positions listed in 9.07.

2.7. This policy shall apply to the following positions or their equivalent:

- Municipal Clerk
- Municipal Treasurer
- Deputy Clerk
- Deputy Treasurer
- Secretary to the above positions
- Municipal Tax Collector
- Assistant Tax Collector
- Building Inspector
- Recreation Director
- Assistant Recreation Director
- Secretary to Recreation Department and/or Building Inspection Department

