



## Administrative Report

**To:** Warden MacDonald and Members of Essex County Council  
**From:** Danielle Dunlop, Interim Director, Human Resources  
**Date:** Wednesday, December 17, 2025  
**Subject:** Proposed Amendment of Employee Code of Conduct  
**Report #:** 2025-1217-HR-R16-DD

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### Purpose

The purpose of this Administrative Report (the "**Report**") is to provide County Council with information related to recommended updates to the Policy Number 1993-001: Employee Code of Conduct (the "**Code**") and to change same from a Corporate Policy to an Administrative Policy.

### Background

The Code was adopted by County Council on July 2, 1993, and has not been substantially changed since.

Following the adoption of the Code there have been a number of changes in the structure of the County and in best practices around Codes of Conduct for municipal employees, and which changes are not reflected in the current version of the Code. Further, in 1993 when the Code was adopted by Council, all Policies were formally adopted by Council. However, in 2022 the County adopted Policy Number 2022-002: Policy and Procedure Governance Framework (the "**Framework Policy**"). That Framework Policy provides for two (2) types of policies. A policy may either be a "Corporate Policy" or an "Administrative Policy".

For ease of reference the Framework Policy provides the following definition for "Administrative Policy":

**Administrative Policy:** *Administrative policies establish the principles and protocols for staff to execute operations with consistent standards and established conventions, and do not include the items enumerated in Section 270 of the Municipal Act, 2001, as amended. Administrative Policies address issues that may affect one or more departments and are drafted and reviewed by the Senior Leadership Team and approved*

*by the Chief Administrative Officer. Administrative Policies do not require Council approval.*

## **Discussion**

Given the passage of time since the adoption of the original Code and the significant changes to the structure of the County and best practices around Codes of Conduct for municipal employees, the amended draft Code is essentially an entirely new version of the Code. As such, it made little sense to attempt to provide Council with a version with tracked changes. For Council's review, a copy of the most recent version of the Code is appended to this Report as **Appendix A** and a copy of the proposed amended version of the Code is appended to this Report as **Appendix B**.

The proposed amended Code now accurately reflects all of the other related policies of the County that should be read in conjunction with the Code, and now reflects that, following this approval by Council, the Code is now an "Administrative Policy" and not a "Corporate Policy". That being said, the proposed amended Code requires that Council be advised of any future amendments to the Code.

## **Financial Implications**

There are no financial implications associated with this Report or the proposed amended Code.

## **Consultations**

In drafting the proposed Amended Code and this Report the following individuals were consulted:

- Sandra Zwiers, CAO
- Katherine Hebert, Clerk
- David Sundin, County Solicitor
- Claire Bebbington, Deputy County Solicitor

**Strategic Plan Alignment**

<b>Working as Team Essex County</b>	<b>Growing as Leaders in Public Service Excellence</b>	<b>Building a Regional Powerhouse</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Scaling Sustainable Services through Innovation</li> <li><input type="checkbox"/> Focusing “Team Essex County” for Results</li> <li><input type="checkbox"/> Advocating for Essex County’s Fair Share</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Being an Employer with Impact</li> <li><input checked="" type="checkbox"/> A Government Working for the People</li> <li><input checked="" type="checkbox"/> Promoting Transparency and Awareness</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Providing Reliable Infrastructure for Partners</li> <li><input type="checkbox"/> Supporting Dynamic and Thriving Communities Across the County</li> <li><input type="checkbox"/> Harmonizing Action for Growth</li> <li><input type="checkbox"/> Advancing Truth and Reconciliation</li> </ul>

**Recommendation**

That Essex County Council receive Report Number 2025-1217-HR-R16-DD, Amendment of Employee Code of Conduct; and

That Essex County Council approve the amendment of Policy Number 1993-001 Employee Code of Conduct and its realignment to an Administrative Policy.

**Approvals**

Respectfully Submitted,

*Danielle Dunlop*

Danielle Dunlop, Interim Director, Human Resources

Concurred With,

*Sandra Zwiers*

Sandra Zwiers, MAcc, CPA, CA, Chief Administrative Officer

<b>Appendix</b>	<b>Title</b>
A	Original Version of Policy Number 1993-001: Employee Code of Conduct
B	Draft Amended Policy Number 1993:001: Employee Code of Conduct