

Town of Wadena Committee of the Whole

Agenda

March 15, 2021 6:00 p.m.

Wadena Community Legion Hall, 254 Main St N, Wadena SK

1. Call To Order

2. Delegations/Public Hearing

2.I. *Delegation - J. Christianson*

Documents:

[2021.03.11 DELEGATION - J. CHRISTIANSON.PDF](#)

3. Administration Reports

3.I. *Monthly Activity Reports*

Documents:

[2021.03 MONTHLY ACTIVITY REPORT MWO.PDF](#)

[2021.03 MONTHLY ACTIVITY REPORT CRC.PDF](#)

[2021.03 MONTHLY ACTIVITY REPORT MOF.PDF](#)

[2021.03 MONTHLY ACTIVITY REPORT CAO.PDF](#)

3.II. *2nd St SW Water Issues*

Documents:

[2021.03.02 2ND ST SW WATER ISSUES.PDF](#)

3.III. *Fitness Centre Facility Report*

Documents:

[2021.02.25 FITNESS CENTRE FACILITY REPORT.PDF](#)

3.IV. *Garbage Can Quotes*

Documents:

[2021.03.11 GARBAGE CAN QUOTES.PDF](#)

3.V. *Summer Staffing*

Documents:

[2021.03.11 SUMMER STAFFING.PDF](#)

3.VI. *Municipal Grant Allocation*

Documents:

3.VII. *HR Terms Of Employment Draft Policies*

Documents:

[2021.03.11 HR TERMS OF EMPLOYMENT DRAFT.PDF](#)

3.VIII. *Code Of Ethics Bylaw*

Documents:

[2021.03.11 CODE OF ETHICS BYLAW.PDF](#)

4. **Council Members Round Table Discussion**

5. **In Camera Items**

6. **Adjourn**



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: March 11, 2021

RE: **Delegation: J. Christianson**

Mr. Jody Christianson has requested to address committee of the whole to provide an overview of what the Central Regional Landfill WMA was working on while he was the Town's representative, including the landfill, landfill fees, landfill levies and Greenland Waste.



Monthly Activity Report

TO: Mayor and Council

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: March 11, 2021

RE: **Monthly Activity Report – March 2021**

MARCH ACTIVITIES:

Water Treatment and Distribution:

- Decrease of Pot Perm to 4.17 from 5.10, due to visually more colour in the filters, this does not have any negative effect. Daily numbers have improved please see WTP Monthly Report for more details.
- Pot perm dosage system taken apart and re-done.
- Water tower electrical cleanup

Wastewater Treatment and Collection:

- Main Lift station oil changed in both south and north pumps. Minimal water residual found in South Pump oil and is being monitored and another oil change is being scheduled to ensure the seal is not leaking.
- 4th Street NE Sewer Clogged due to individuals flushing masks and is being monitored and a camera service is being scheduled in spring to inspect the main line, tentatively in May.

Outside Services:

- Storm drains are being manually opened due to rising temperatures for adequate drainage.
- Contractors being hired to open drainage ditches along Highway 5 and Highway 35 for adequate drainage.
- Selected snow piles being hauled to the snow dump to minimize melt in town.
- Meter reads and Walk sheets.
- Mower Inspections

Facilities:

- Recreation Centre ice removal completed March 10th.
- Community Hall maintenance room revamp completed at the end of February.
- Safety Inspections (Fitness Center- February) (Community Hall- March)

Other:

- Staff
 - Supervision and Safety Training for WO Foreman
 - OHC 1 Training for WO Foreman and One staff
 - Six-month probation performance reviews
 - WHMIS 2015 for new staff
 - Training:
-

- Workplace incident Investigation March 12th
- Meetings:
 - HMC March 3rd
 - Works and Operations March 26th
- Safety Gear Ordering Pending Council approval.
- Stop light Camera research and quoting as per council's request.
- Outdoor garbage can research and quoting as per council's request.
- Resolution 057-21 Customer follow-up
 - Still seeing discolouration from iron at least once per week.

PRIORITIES FOR April 2021

- Booking Spring 2021 water courses
- Booking for Pool Operations and Pesticide applicator course
- Inventory and Shop Clean out
- Spring Run Off preparation

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- None Currently



Monthly Activity Report

TO: Mayor and Council

FROM: Jocelyn Holowaty, Community Recreation Coordinator

DATE: March 15, 2021

RE: **Monthly Activity Report – March 2021**

MARCH ACTIVITIES:

- Completed Go Out & Play Challenge, contacted schools to get participation, created FB event and hosted a couple activities for residents. We ended up with roughly 10,062 minutes.
- Registered for Communities in Bloom competition.
- Received SPRA Community Recreation Assistant Grant \$2,500 for operational costs of Rec Centre.
- Will be posting positions for Summer Playground Program, Aquatic Centre.
- Drafting Advertising Policy
- Invoice February user groups for facility use.
- Invoiced Dasher Board and In-Ice advertisements for current season.
- Attended HMC Operational meeting
- Received final reports for 2020-2021 Sask Lotteries Recipients and allocated extra funds to Fitness Center and Garbage cans.
- Applied for the Canadian Healthy Communities Initiative funding for upgrades to the Park (including paving walking path, new swings, and outdoor arena). For a value of \$161,620.00
- Will be applying for FCC grant for upgrades to lighting system in Town Facilities.
- Continuing to monitor SHA health Covid-19 Guidelines and make appropriate changes.

PRIORITIES FOR APRIL 2021:

- Complete Draft Advertising Policy.
- Drafting Town of Wadena Storage Policy.
- Posting Tender for Recreation Kitchen Centre.
- Interview for Aquatic Staff and Playground Program Staff.
- Create Programs, Manuals, Staffing In-services for Aquatic Centre.
- Get staff trained in Pool Operations Level 1.
- Advertise for Sponsor Rooms for Recreation Centre.
- Begin discussions for flowerpots for May with Volunteers.
- Apply for Jumpstart Sport Relief Funding with Canadian Tire.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- See issue reports for clarification on Aquatic Staffing expectations for Summer 2021.
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Monthly Activity Report

TO: Mayor and Council

FROM: Lovely Jane Magnaye, Manager of Finance

DATE: March 10, 2021

RE: **Monthly Activity Report – March 2021**

MARCH ACTIVITIES:

- Budget Preparation – Assessment and Taxation
- CIBC Investment Renewal
- Asset Management Plan Proposals
- Municipal Grant Application
- Utility Billing – March 2021
- Review of Running Water Order List and Utility Account Adjustments
- Renewal of Commercial Auto Pak
- Assessment Processing, Inquiries and Appeals
- Payroll Adjustments
- Insurance Appraisal
- Community Volunteer Income Tax Program (CVITP)
- Training & Meetings
 - Feb 11 Cloud Backup and Cyber Security – SaskTel
 - Feb 16 Paying Employees in a Week with a Public Holiday – Employment Standards
 - Feb 17 CVITP Grant Program – Canada Revenue Agency
 - Feb 22 Municipal Sector – Your Questions Answered - Office of the Sask Information and Privacy Commission
 - Feb 24 2020 SUMAssure Claims in Review – Municipalities of Saskatchewan
 - Mar 3 Operations Plan – HMC Management
 - Mar 3 Misconceptions and Misunderstandings – Employment Standards
 - Mar 17 Supporting Date-Driven Decisions on Infrastructure Investment – Canadian Network of Asset Managers
 - Mar 17 Taking Maternity, Adoption and Parental Leave – Employment Standards

PRIORITIES FOR APRIL 2021:

- Adoption of 2021 Capital and Operating Budget
- Complete 2020 Audit
- Assessment Inquiries and Appeals
- Levy Preparation
- Storage Compound
- 202-Q1 GST/HST and PSB Return

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

-
- Nothing at this time



Monthly Activity Report

TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: March 11, 2021

RE: **Monthly Activity Report – March 2021**

MARCH ACTIVITIES:

- Bylaw/Policy Review/Revision
 - Salary Grid Increment Progression Policy
 - Salary Grid Review Policy
 - HR Definitions Policy
 - HR Terms of Employment Policies
- 2021 budget preparation – assessment, taxation & final review
- Tendering of compost collection, cemetery caretaking, and office cleaning
- Assessment roll is open Mar 1 – Apr 30, fielding questions from ratepayers
- Aquatic Centre Upgrade – providing information to McGinn Engineering as necessary to carry out contracted work.
- Renewal of Nuisance Wildlife Permit with Ministry of Environment
- Gas Tax Fund Annual Expenditure Report
- Vacation Mar 22
- Training & Meetings
 - Mar 3 HMC Operations Plan Workshop
 - Mar 3 Employment Standards Misconceptions Webinar – SK Employment Standards
 - Mar 4 Meeting with Auditor to discuss including the Town's portion of CRLWMA financials into the Town's financial statement
 - Mar 17 Taking Maternity, Adoption & Parental Leave Webinar – SK Employment Standards

PRIORITIES FOR APRIL 2021:

- 2021 budget adoption
- Awarding tenders for service contracts – compost, office caretaking & cemetery caretaking
- SAMA Training and Annual Meeting
- Bylaw/Policy Review/Revision
 - Road Closures
 - Storage Compound
 - Snow Bylaw
 - Human Resources Manual
 - Basic Planning Statement Bylaw & Zoning Bylaw

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time
-



TO: Committee of the Whole

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: March 2, 2021

RE: 2nd Street SW Water Issues

ISSUE:

Customers have come forward with water issues that need resolution and direction from council.

BACKGROUND:

As per policy P2010-003 Waterworks Quality Assurance/Quality Control, Town of Wadena understands that supplying good quality drinking water is essential to the continued growth, prosperity, and wellbeing of our citizens. We are committed to managing all aspects of our water system effectively to provide safe and aesthetically appealing water that tastes good and is free from objectionable colour or odour. It is our policy that the drinking water we provide will meet or exceed the quality provided by the quality standards required by *The Waterworks and Sewage Works Regulations*.

ALTERNATIVES:

- 1) Research a bleeder system to put at the end of the line on the hydrant on 3rd ST SW for year round water flow .
- 2) Loop the system on Wadena Avenue and 1st Avenue South.
- 3) Dig in front of the concerning properties to ensure that the water line was installed correctly.
- 4) Dig in front of the concerning properties and loop the system on Wadena Avenue and 1st Avenue South.

FINANCIAL IMPLICATIONS:

The cost of any alternative needs to be researched for more information and will need to be returned to council for further evaluation.

ANALYSIS:

Our water distribution system in the Town has been designed as a tree branch and this starts to cause issues when a dead end of this system is found. Prior to these customers coming forward this year, in 2019 a hydrant was put at the end of the branch on 3rd SW to aid in flushing these lines, but this method does not work very well in the winter months. Even when flushing is complete, and we are producing quality treated water from the WTP they still have issues with their water quality. With tree branch systems the water is moving slower when there is a demand of the water which can cause sedimentation issues as we see on 2nd ST SW and 3rd ST SW. This might not be the issue. When the water line was installed was it installed at an incorrect angle causing this sedimentation to pool at these customers properties causing their water quality to be decreased as some others on the block have no water quality issues.

ADMINISTRATIVE RECOMMENDATION(S):

Administration requests direction from committee of the whole on which alternative to move towards and to collect information on cost to bring back to the committee/council.



TO: Committee of the Whole

FROM: Alyshia Neuman- Manager of Works and Operations

DATE: February 25, 2021

RE: **Fitness Centre Facility Report**

ISSUE:

A facility report on the Fitness Centre.

ANALYSIS:

This building does not take much to operate except for daily cleaning tasks, facility checks and yearly contracted inspections. It has a camera system and many pieces of gym equipment, which are inspected once a year with intent for this to increase to twice per year. It also has an aging boiler system. This facility is also shut down for roughly 3-5 days yearly for a facility shut down where it is deep cleaned.

There is a problem with mopping this facility since it does not have any wash basins. In the past staff has simply flushed all mop pails down the toilet and did a manual fill with a hose or a jar from a washroom sink. We are looking into building a wall between the men's washroom and the current maintenance room to enable proper storage for wash sinks with basin and storage. From there we would like to make the women's washroom a unisex washroom and repair the ceiling in the downstairs area, these items have been included in the 2021 budget.

There has been talk from the previous council about replacing the windows and siding or painting the outside of this facility. I believe once we budget to upgrade the boiler system, create proper disposal for cleaning waste and do some minor repairs of the ceiling we can properly budget for an outside revamp of paint, signage, and landscaping.

ADMINISTRATIVE RECOMMENDATION(S):

That the Committee of the Whole utilize this information to budget accordingly for necessary repairs and accept this as information.



TO: Committee of the Whole

FROM: Alyshia Neuman, Works and Operations Manager
Jocelyn Holowaty, Community Recreation Coordinator

DATE: March 11, 2021

RE: **Garbage Can Quotes**

ISSUE:

Administration has provided options and prices for garbage receptacles (attached).

BACKGROUND:

At the Feb 22, 2021 committee of the whole meeting, Administration was directed to provide more options and prices for garbage cans. At the Mar 8, 2021 meeting, Council resolved to spend the remaining Sask Lotteries Grant funds on garbage cans but wanted to see additional options and pricing.

ALTERNATIVES:

1. Committee of the whole can provide direction on which garbage cans to purchase with the remaining Sask Lotteries funds.
2. Committee of the whole can recommend to council, the amount and style of garbage cans to be purchased in addition to the ones with Sask Lotteries funds.

FINANCIAL IMPLICATIONS:

The style of garbage can chosen will determine how many can be purchased. There is approximately \$1,650 remaining in the Sask Lotteries Grant funds.

ANALYSIS:

Certain styles work better in different locations. We do not recommend cement garbage cans as we have had two knocked over on main street that cannot be repaired. Metal garbage cans can be mounted to the sidewalks or into the ground eliminating vandalism and are easier to clean. Receptacles with a cover are also preferred to prevent precipitation accumulation.

ADMINISTRATIVE RECOMMENDATION(S):



Administration requests direction from the committee on which garbage cans to purchase.

ATTACHMENT:

Garbage Can Options

Garbage Can Options

Option	Price	Style
A	\$820/can	 <p>rain bonnet lid 36" diameter</p>
B	\$797 (2+) less than 2 \$836 each	 <p>with rain bonnet lid 36" diameter</p>
C	\$988.50/can	 <p>Diameter 22"- Height 42"</p>
D	\$603.00/ can	 <p>Diameter 23.5 " Height 43.5"</p>
E	\$1000/ can With name plate option	

F	\$810 /Can based on a quantity of 12	
G	\$810 /Can based on a quantity of 12	

- All prices are without GST and PST
- Freight Extra



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrator Officer
Jocelyn Holowaty, Community Recreation Coordinator

DATE: March 12, 2021

RE: **Summer Staffing**

ISSUE:

Due to the maintenance on the Aquatic Centre this year and the uncertainty of the Covid-19 Pandemic, Administration is looking for direction from Council on staffing the summer positions.

BACKGROUND:

Town of Wadena has applied to Canada Summer Jobs for two Park/Rec I seasonal labourer positions. The Town has applied for the CIF grant for the playground program and typically hires three part-time playground program staff. The Town also hires 5-6 lifeguards and about 5 lifeguard/instructors.

ALTERNATIVES:

1. Committee of the whole can give direction to Administration on staff to be hired.

FINANCIAL IMPLICATIONS:

Notification has not yet been received on the Canada Summer Job grant for the two seasonal labourer positions, nor on the CIP grant for the playground program staff. There will be added costs to the Town of Wadena for running lessons at the Aquatic Centre to meet the current Re-Open Saskatchewan Guidelines and the Red Cross Guidelines (see attached).

ANALYSIS:

By hiring staff that can play dual roles of the Playground Program Staff and Lifeguard, this gives the Town the opportunity to employ less staff but still have part time hours in the event the Aquatic Centre does not run at full capacity. We then would hire the minimum number of Lifeguard/Instructors in order to run lessons. If lessons is not the case, we then only need certified Lifeguards for the season.

Please note the information on the Re-Open Saskatchewan Guidelines that states we “must contact their local Saskatchewan Health Authority Public Health Inspection Officer prior to opening to the public”. Also note that the Re Open Saskatchewan Plans advises to have sufficient staff to be able to monitor the compliance of these guidelines.

Even though, Jocelyn is to be the Manager of the Pool, there still needs to be an Assistant Manager in the event of time off, unavailability, etc. This applicant should be required to have full certification in Red Cross as well as their Pool Operators.

ADMINISTRATIVE RECOMMENDATION(S):

Administration requests direction from the committee.

ATTACHMENT:

Saskatchewan ReOpen Guidelines – Aquatic Facilities



AQUATIC FACILITIES

Outdoor and indoor public aquatic facilities, outdoor swimming pools, fill and drain paddling pools, and spray/splash parks must follow all requirements in the current public health order, as well as the following guidelines.

These guidelines apply to all outdoor and indoor public swimming pools, including those operated by hotels and motels. All public swimming pools must be operated in a safe manner and are subject to *The Swimming Pool Regulations, 1999* and The Saskatchewan Swimming Pool Design/Operational Standards.

Guidelines for General Operation

- Staff and members of the public who are sick or symptomatic must stay home. Review employee illness policies to support staff that need to stay home when ill.
- Proper and frequent hand hygiene by public and staff is a vital component in preventing the transmission of illnesses. Public and staff must wash hands often with soap and water for at least 20 seconds or use hand sanitizer approved by Health Canada (DIN or NPN number). Avoid touching your face, mouth, nose and eyes.
- Facilities must post signage to inform the public about COVID-19 precautions and restrictions.
- Public and staff, with the exception of household contacts, must maintain a minimum physical distance of two metres in all areas, including the swimming pool(s).
- Physical barriers and directional flow markings should be located throughout the facility, including change rooms and pool deck areas.
- Enhanced cleaning and disinfection is required in public and staff areas, including, but not limited to, change rooms, door handles/knobs, flotation aids, handrails, light switches, payment devices, play structures, shared workstations, shower areas, slides, tables and toys. Refer to the [Environmental Cleaning and Disinfection Guidelines](#) for further information.
- Towels and other linens provided by the facility must be laundered and dried on the highest possible temperature setting.
- Drinking fountains must be closed. Water bottle filling stations are acceptable if appropriately and frequently sanitized.
- Patrons can only remove their face masks prior to entering the pool.
- Children should be accompanied by an adult to ensure compliance with physical distancing.
- All swimmers must take a cleansing shower prior to entering the swimming pool.

Information for Facility Operators

- Aquatic facilities must contact their local Saskatchewan Health Authority Public Health Inspection Office prior to opening to the public.
- Aquatic facilities, with the exception of spray parks, are limited to a maximum of 100 people where physical distancing can be maintained.
- Whirlpools/hot tubs may need to be closed if physical distancing is not possible. Saunas and steam rooms may operate with adequate physical distancing precautions and enhanced cleaning and disinfection.
- Facilities are encouraged to use booking systems to manage public admission. During transactions, if possible, limit the exchange of papers such as receipts. Where possible, payments should be accepted through contactless methods (e.g. tap or e-transfer).
- For general workplace guidelines, please refer to the [COVID-19 Workplace Information](#). All businesses operating in Saskatchewan must be in compliance with these guidelines.
- Mechanical ventilation systems must be operating properly in all indoor facilities.

Lifeguarding and Supervision

- Facility operators shall review first aid and lifesaving procedures in their current safety plans, which must be made available to public health inspectors upon request.
- Staff training is required for any new COVID-19-specific first aid and lifesaving procedures.
- Facility operators can contact the Life Saving Society and/or Red Cross to obtain additional resources for lifeguards specific to COVID-19.
- Lifeguards need to focus on the health and safety of swimmers in a facility. Therefore, they should not be required to enforce public health measures such as physical distancing and occupancy. Facilities will need to ensure there are sufficient staff to monitor compliance with these guidelines.

Diving Boards, Slides, Play Structures, Toys and Flotation Aids

- Diving boards, slides and play structures such as climbing walls are permitted, but they are subject to enhanced cleaning and disinfection, as well as physical distancing requirements. Active supervision may be required to ensure compliance.
- Flotation aids, such as flutter boards, life jackets, noodles and other items, are permitted subject to enhanced cleaning and disinfection. Usage is at the discretion of the facility. These items must not be shared between non-household contacts.

- Toys and other objects are subject to the same requirements as flotation aids. Facilities may choose not to allow toys at this time.

Change Rooms

- Wherever possible, members of the public should enter and exit the facility in their swim clothes to minimize crowding in change room areas.
- Reduce the number of lockers available to coincide with the capacity of the facility to reduce cleaning and disinfection demands.
- Ensure an adequate supply of soap is provided for washroom and shower facilities.

Seating Areas

- Seating areas are permitted on the pool deck, but are subject to the physical distancing requirements of two metres and enhanced cleaning and disinfection. Facilities may choose to close off seating areas or reduce the amount of seating available.

Classes, Swimming Lessons and Training

- Competition and game play requirements in the [Sports and Activities Guidelines](#) must be followed, where applicable.
- Swimming lessons should be postponed unless facility operators are able to maintain physical distancing and avoid physical contact.
- Training/instruction activities that promote grouping, such as instructions at whiteboards, deck side demonstrations, etc., must be done in a way to ensure physical distancing.
- Swimmers should arrive as close to the start time as possible and exit the facility immediately after practice/lessons are over to reduce the number of people gathering in a facility.
- Coaches and training staff must maintain physical distancing.
- Team workouts and other fitness activities on the pool deck or in another area of the facility are subject to the [Gyms and Fitness Facility Guidelines](#).
- Team members must avoid physical contact where possible, such as high-fives, etc.
- Lane swimming activities must be altered to ensure physical distancing of three metres is maintained between swimmers. For instance, one-way swimming is encouraged where swimmers use the adjacent lane to return.
- Lifeguard courses and training are permitted subject to the gathering restrictions. Physical distancing is recommended where possible; however, for those training procedures that require close physical contact consult with the Lifesaving Society and/or Red Cross for more information on how to do it safely.

Splash Pads, Fill and Drain Paddling Pools

- Water features must be flushed thoroughly prior to re-opening to remove stagnant water.
- Group sizes must comply with the public gathering restrictions.
- Anyone using splash pad facilities must practise proper hand hygiene.
- Children should be supervised at all times by a parent or guardian, and reminded not to touch or contact others.
- Reduce physical contact with spray features wherever possible. For instance, consider using spray features that do not require physical interaction to activate (i.e. pressing buttons, switches).
- Signage must be posted at splash pads to caution about the risks of COVID-19, as well as educate users in following the guidelines. Signage should include the following reminders:
 - Individuals who are sick should stay home.
 - A physical distance of three metres should be maintained between people not from the same household.
 - Individuals should wash their hands before and after using the facility.
 - Avoid overcrowding. Individual groups must not exceed the restrictions on public gatherings.
- Fill and drain paddling pools should be closed at this time unless supervision is provided.

Food Services

- Food services are permitted subject to the [Restaurants and Licensed Establishments Guidelines](#). Where any of these facilities offer food or beverage service, they must keep the activity separate (i.e. cordoned off) from the food and beverage service. No food or drink may be in the activity area.



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer
Lovely Magnaye, Manager of Finance

DATE: March 11, 2021

RE: **2021 Municipal Grant Allocation**

ISSUE:

Administration has prepared the recommendation of funding allocation to non-profit organizations or volunteer groups.

BACKGROUND:

FS-005 Municipal Grant Policy provides opportunity for non-profit organizations to apply for a grant funding for operating and capital projects.

The grant application was open from January 11, 2021 to February 28, 2021. Four (4) applications were received and were reviewed following the process and evaluation criteria provided by sections 4.1 and 4.2 of the policy.

ALTERNATIVES:

- 1) Committee of the Whole can recommend approval of the funding allocation.
- 2) Committee of the Whole can provide direction to Administration.

FINANCIAL IMPLICATIONS:

The municipal grant funding must be considered before approving the 2021 operating budget. If Council decided to provide 100% funding to all the requests, the cash required for this budget will be \$29,000 and in-kind donation amounting \$1,500.

ANALYSIS:

Here are the recommendations for the 2021 municipal grant:

- **Wadena School of Dance to receive \$8,000**
Wadena School of Dance requested \$10,000 for the instructor wages and facility rental. The financial statement provided in the application demonstrated the need for financial assistance in order to continue the service/program in our community. The online auction and other fundraisers as mentioned in the application have shown the strong support from volunteers and high level of community involvement, these are some of the core criteria in the policy.
 - **Wadena Curling Club to receive \$3,000**
-

Wadena Curling Club requested \$5,000 for the utility bills, ice technician, ice plant and fire suppression. The application clearly defined the need for the funding. The club has established partnerships that may cost share and has the resource capacity to provide the service/program. Other sources of funding mentioned in the application such as Sask Lotteries through the Town (\$3,280), CurlSask Map Grant (\$1,158) and Re/max Blue Chip Realty (\$2,500) were considered in the recommendation.

- **Wadena Players Theatre to receive \$4,000 with free storage for one year**

Wadena Players Theatre requested \$5,000 for the purchase and installation of a Sea Can and free rental space at the storage compound. The application clearly illustrates the need for the funding. They have mentioned the challenges with the limited storage space at the Community Hall. They received financial support from the Wadena Arts Council (\$1,000) to complete the project.

- **Wadena and District Search and Rescue to deny the request this year**

Wadena and District Search and Rescue requested for \$9,000 cash and \$1,000 in-kind donation for a Command Post. The application said that the project will not go forward if they did not receive the funding. There were no other sources of funding to support the project. The budget provided in the application did not clearly show the financial plan and efficient use of the Town funds. Therefore, Administration would like to request additional information in the future.

ADMINISTRATIVE RECOMMENDATION(S):

“That \$15,000 be approved for the 2021 Municipal Grant and allocated as follows:

- Wadena School of Dance - \$8,000
- Wadena Curling Club - \$3,000
- Wadena Players Theatre - \$4,000 with free storage for one year”



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer
Lovely Magnaye, Manager of Finance

DATE: March 11, 2021

RE: **Human Resources Policy Draft – Terms of Employment**

ISSUE:

Administration is preparing a draft human resource manual and is presenting the Terms of Employment policies (attached).

BACKGROUND:

Much of the Town's existing human resource policies are out of date and do not follow current practice, and in some cases, necessary policies are non-existent. The Operational Review conducted by HMC Management in 2019 recommended updating and adding several policies and drafting of these policies is part of HMC's service agreement. Administration is working with HMC Management to develop a complete Human Resources Policy Manual for the Town. The manual is designed as individual policies for ease of review, approval and modification in the future. Specific policies will be brought forward as timing and priority presents.

On March 8, 2021, Council adopted the HR-D01 Definitions Policy and HR-EC08 Performance Evaluation Policy.

ALTERNATIVES:

1. Committee of the Whole can recommend approval of the Terms of Employment draft policies as presented.
2. Committee of the Whole can provide feedback and direct changes to the draft policies.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ANALYSIS:

The Terms of Employment section of the Human Resources Manual is made up of 6 policies, all of which are new and do not replace any existing policies. All policies have been drafted with in consultation with and with reference to the *Saskatchewan Employment Standards Act*. The policies with respect to record keeping, personnel and payroll, were develop based on current practice which was implemented over the past two years.

ADMINISTRATIVE RECOMMENDATION(S):

Administration would like feedback and direction on the draft policies.

ATTACHMENTS:

Equal Employment Opportunities Policy HR-TOE01
Letter of Offer and Terms of Employment Policy HR-TOE02
Probationary and Trial Periods (OOS) Policy HR-TOE03
Salary Grid Increment Progression (OOS) Policy HR-TOE04
Personnel Records Policy HR-TOE05
Employee Payroll Records Policy HR-TOE06

Terms of Employment



POLICY NAME: Equal Employment Opportunities Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE01	APPROVAL DATE: XXX XX, 2021	PAGE: 5 of 1

POLICY STATEMENT

Town of Wadena selects all employees are selected based on skills, abilities, job requirements and qualifications.

SCOPE

This Policy applies to all Town employees.

RESPONSIBILITIES

The CAO and Managers are responsible to ensure that employee recruitment complies with this policy.

POLICY

1. Town of Wadena provides equal employment opportunities to all applicants regardless of sex, national origin, citizenship, ancestry, age, disability, marital status, sexual orientation, and any other classification protected by law.



POLICY NAME: Letter of Offer and Terms of Employment Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE02	APPROVAL DATE: XXX XX, 2021	PAGE: 6 of 93

POLICY STATEMENT

Every successful applicant for employment with the Town will be offered employment with an official Letter of Offer.

PURPOSE

The purpose of this policy is to ensure that all offers of employment are consistent and complete.

SCOPE

This policy applies to all offers of employment.

RESPONSIBILITIES

The CAO will ensure that all letters of offer of consistent, complete, accurate and filed in the Employee Personnel File.

PROCEDURES & GUIDELINES

1. The Letter of Offer shall contain as a minimum:
 - 1.1. Starting salary;
 - 1.2. Position Salary Grid (for full time employees) attached as an appendix to the Letter of Offer;
 - 1.3. Start date;
 - 1.4. Probationary period;
 - 1.5. General hours of work;
 - 1.6. Vacation entitlement;
 - 1.7. Benefits;
 - 1.8. Confidentiality requirements;
 - 1.9. Name of supervisor;
 - 1.10. Criminal record check requirement;
 - 1.11. Vulnerable person check requirement;
 - 1.12. Personal bank account for direct deposit pay requirement;
 - 1.13. Copy of current driver's license for employees driving town vehicles requirement;
 - 1.14. Other employment;
 - 1.15. Job description – attached as an Appendix to the Letter of Offer;
 - 1.16. Letter of Offer expiration date and time;
 - 1.17. Any other rules of employment that may from time to time be deemed appropriate or specific to the position.

2. The signed Letter of Offer acceptance page must be returned to the CAO as noted in the Letter of Offer or the Letter of Offer will be deemed null and void unless otherwise extended in writing by the CAO.



POLICY NAME: Probationary and Trial Periods (OOS) Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE03	APPROVAL DATE: XXX XX, 2021	PAGE: 8 of 93

POLICY STATEMENT

The Town places all new hires on probation, and promoted or transferred employees on a trial period.

PURPOSE

The purpose of this policy is to establish probationary and trial periods for OOS employees.

SCOPE

This policy applies to all permanent, temporary, or contract, full-time and part-time employees of the Town.

DEFINITIONS

Probationary Period

- 1.1. The probationary period is the initial period of employment during which the supervisor carefully considers whether the employee is able to meet the standards and expectations of the job and if the employee should be retained by the Town of Wadena as a “regular” employee (the probationary period does not apply to transferred employees). During this time, the supervisor appraises the employee’s:
 - 1.1.1. Ability to learn and perform job duties
 - 1.1.2. Quality of work
 - 1.1.3. Productivity
 - 1.1.4. Work habits
 - 1.1.5. Cooperation
 - 1.1.6. Attendance
 - 1.1.7. Punctuality
 - 1.1.8. Other standards and expectations specific to the employee’s work situation

Trial Period

- 1.2. The trial period is an initial period of time during which the supervisor assesses the performance of an existing employee who has been transferred or promoted to determine whether the employee meets the requirements and expectations of the position.

RESPONSIBILITIES

Managers are responsible for assessing employee’s performance during the probationary and trial periods.

PROCEDURES & GUIDELINES

1. The following terms and conditions apply to this policy:

1.1. Probation Period

1.1.1. New employees are subject to a six-month probation period during which time performance is assessed on:

1.1.1.1. team and individual contributions to the mission and vision of the Town

1.1.1.2. individual and team behaviours that reflect Town values

1.1.1.3. employee and team performance related to achieving goals, objectives and behaviour expectations such as work habits and knowledge, skills and attitudes

1.1.2. The Town reserves the right to extend the probation period by an additional time period not to exceed 3 months at the Town's sole discretion.

1.1.3. An employee who does not successfully complete a probation period and is terminated from employment with the Town is entitled to:

1.1.3.1. No notice or pay in lieu of notice if less than 13 weeks of employment has occurred; and

1.1.3.2. 1-week written notice or pay in lieu of notice if more than 13 consecutive weeks of employment has occurred.

1.2. Promotions and Transfers

1.2.1. Where an employee is promoted or transfers voluntarily to a new position and finds the move unsuitable, the employee may request to return to their former position. There is no guarantee the request will be approved. Requests must be in writing.

1.3. Entitlement to Permanent Position

1.3.1. Employees retain entitlement to their permanent position when they take a temporary promotion or acting position.

ADDITIONAL RELATED DOCUMENTS

Understanding Employment Standards in Saskatchewan

Saskatchewan Employment Act

Saskatchewan Employment Regulations



POLICY NAME: Salary Grid Increment Progression (OOS) Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE04	APPROVAL DATE: XXX XX, 2021	PAGE: 10 of 93

POLICY STATEMENT

The Town of Wadena has implemented a “Salary Grid” system which all Out Of Scope employees shall be placed.

PURPOSE

The purpose of this policy is to assist in determining appropriate wage increase for employees and to determine the appropriate wage placement for employees upon hiring.

SCOPE

This policy applies to all Out Of Scope employees.

PROCEDURES & GUIDELINES

1. The salary grid is divided into seven (7) incremental steps through which employees may progress on an annual basis, subject to a satisfactory performance evaluation.
 - 1.1. Movement is not automatic.
2. Grid placement occurs upon hiring and a new employee, provided that the employee meets the minimum skills, abilities and qualifications as established in the job description of the position, shall be placed in Step 2 of the Grid.
3. A new employee may be placed on a Step other than Step 2 based on skills, experience and qualification which may be less than or in excess of the minimum requirements as defined in the position description.
 - 3.1. A new employee who does not meet the minimum skills, abilities and qualifications should be placed in Step 1 of the grid.
 - 3.2. A new employee exceeding the minimum skills, abilities and qualifications or if it is deemed in the best interest of the Town, may be placed in a higher Step of the grid other than Step 2 but no higher than Step 4 of the Grid, at the sole discretion of the CAO.
 - 3.3. A new employee may be placed in a grid step higher than Step 4 only upon approval of Council;

4. Movement within the grid is both horizontal and vertical and can be influenced based on performance and Council grid adjustments, which are based on the Consumer Price Index for Saskatchewan as of December of the preceding year.



POLICY NAME: Personnel Records Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE05	APPROVAL DATE: XXX XX, 2021	PAGE: 12 of 93

POLICY STATEMENT

Important events in each employee's history with the Town of Wadena will be recorded and kept in their personnel file.

PURPOSE

The purpose of this policy is to ensure that all personnel files contain all pertinent information regarding employees of the Town and that file accessibility is secure.

SCOPE

This policy applies to all Town Employees.

RESPONSIBILITIES

1. CAO
 - 1.1. To ensure that all personnel files are secure and accessible only to the CAO.
2. Employees
 - 2.1. To notify the CAO of changes in address, telephone number and or family status changes (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes.

PROCEDURES & GUIDELINES

3. The content of an Employee Personnel Record shall include but is not limited to the following:
 - 3.1. Resume,
 - 3.2. Letter of offer,
 - 3.3. Performance reviews,
 - 3.4. Salary modifications,
 - 3.5. Change in status records,
 - 3.6. Commendations,
 - 3.7. Disciplinary actions, and
 - 3.8. Education attainment records.
4. An employee may inspect his/her own personnel file during regular office hours upon request and under supervision of the CAO or his/her designate.
5. The CAO will forward required payroll information to the Finance Department Administrative Assistant.

6. Personnel files shall be kept in a locked cabinet accessible only to the CAO.



POLICY NAME: Employee Payroll Records Terms of Employment		LAST UPDATED: XXX XX, 2021	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Human Resources HR	POLICY NUMBER: HR-TOE06	APPROVAL DATE: XXX XX, 2021	PAGE: 14 of 93

POLICY STATEMENT

Pertinent payroll information shall be kept in an Employee Payroll Records File.

PURPOSE

The purpose of this policy is to provide guidance as to the content of Employee Payroll Records and to ensure compliance with the *Saskatchewan Employment Act*.

SCOPE

This policy applies to all Town employees.

RESPONSIBILITIES

1. CAO
 - 1.1. To ensure security of Employee Payroll Records.
2. Finance Manager
 - 2.1. To assist in ensuring the security of Employee Payroll Records;
 - 2.2. To review files from time to time to ensure records are complete and comply with the *Saskatchewan Employment Act* and regulations.
3. Administrative Assistant responsible for Payroll
 - 3.1. To assist in ensuring the security of Employee Payroll Records;
 - 3.2. To ensure records are complete and comply with the *Saskatchewan Employment Act* and regulations.

PROCEDURES & GUIDELINES

4. All Employee Payroll Records are to be contained in a locked cabinet accessible to the Administrative Assistant responsible for Payroll, the Finance Manager and the CAO.
5. Employee Payroll Records include:
 - 5.1. Full name, sex, date of birth and address of the employee;
 - 5.2. The particulars of every employment contract and a current job description;
 - 5.3. TD1;
 - 5.4. Employee payroll banking information;
 - 5.5. T4 records;
 - 5.6. MEPP Forms and required documentation i.e. Birth Certificate, Marriage Contract
 - 5.7. SUMA Benefits Forms

5.8. Copy of Driver's Licence

6. Other payroll information includes:
 - 6.1. Payslips;
 - 6.2. Approved vacation and other leave requests;
 - 6.3. Work schedules;
 - 6.4. Timecards for all employees including Managers and the CAO;
 - 6.5. The total number of hours worked each day and each week;
 - 6.6. The regular rate of pay (hourly wage) and total wages paid;
 - 6.7. Any other records required by the *Saskatchewan Employment Act*.
7. The records of an employee must cover the most recent five years of the employee's employment.
8. The employer shall retain the records for a period of two years after the date on which the employee's employment ended. Employment is deemed not to have ended if the employee is employed again by the employer within six months after the date on which the employment of the employee ended.



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: March 11, 2021

RE: **Code of Ethics Bylaw**

ISSUE:

Government Relations has released a revised Code of Ethics Sample Bylaw (attached).

BACKGROUND:

In accordance with *The Municipalities Act*, section 93.1, Town of Wadena has adopted Code of Ethics Bylaw No. 2017-06.

ALTERNATIVES:

1. Committee of the whole can recommend to council that Administration draft a revised Code of Ethics Bylaw.
2. Committee of the whole can do nothing.

FINANCIAL IMPLICATIONS:

There are no financial implications.

ANALYSIS:

The new sample bylaw provided by Government Relations has many similarities to the Town's existing bylaw but shorter, more succinct, and provides better direction in the process to follow when there is a complaint. In addition, the sample bylaw contains prescribed forms in Schedule A and B. The Town's current bylaw references a Schedule A that forms part of the bylaw, but was adopted without Schedule A as referenced.

If the committee wishes to revise the existing bylaw, some considerations are:

- What information is required in the complaint?
 - Who is the complaint submitted to: the CAO, the mayor What if the CAO is the one submitting the complaint?
 - How is the complaint handled once it is submitted? Does the person receiving the complaint report to council, a committee of council, a third party designated by council to conduct investigations?
 - Which process of the two outlined, should be followed for investigating code of ethics complaints?
 - What consequences should be given to members of council who have contravened the bylaw?
-

ADMINISTRATIVE RECOMMENDATION(S):

That committee of the whole consider adopting a revised code of ethics bylaw. If the committee wishes to have the bylaw revised, direction to Administration is requested on the questions posed both above and in the sample bylaw. In addition, Administration recommends consulting legal counsel on any draft of this bylaw before adoption.

ATTACHMENT:

Government Relations – Code of Ethics Sample Bylaw

Code of Ethics Sample Bylaw

Sample Template – December 2020

SAMPLE

Disclaimer – This sample template is intended to be used as a guide by municipalities to develop a bylaw. The content must be modified and formatted to suit the needs of the municipality. It is strongly encouraged that municipalities work with their legal counsel to ensure the procedures developed address the specific needs and capabilities of their council.

SAMPLE

Explanatory Notes

The Ministry of Government Relations has prepared this document to assist municipalities in developing their Code of Ethics Bylaw. Anything that is **blue font** is optional and council should consider whether they want to have it in their bylaw. Footnotes and this page should be removed when finalizing the bylaw.

All municipalities in Saskatchewan are required to have a Code of Ethics Bylaw (section 66.1 of *The Cities Act*, section 93.1 of *The Municipalities Act* and section 107.1 of *The Northern Municipalities Act*, 2010).

The bylaw must:

- Include at least the model code of ethics prescribed in the appropriate regulations. Council members must comply with these standards and values in their dealings with each other, employees of the municipality and the public;
- Comply with any prescribed requirements regarding adoption, updating and public accessibility; and
- Set out the process for dealing with alleged contraventions of the bylaw.

Having a Code of Ethics Bylaw is an opportunity to educate council members and the public on the topic of good governance. Adopting a code of ethics through a bylaw clearly sets out the expectations of council members as they go about their duties as a member of council. It also makes sure that all members of council are acting with the same values and standards as they approach their municipal duties. Council may make changes to the wording of the prescribed model code of ethics, as long as it does not conflict with the substance and is not misleading. Council has the ability to add additional expectations over and above the ones prescribed. For example, rules regarding gifts and benefits, certifications and training, or any other applicable rules for a member of council's conduct may be included in the bylaw. Council will have to consider if their bylaw applies to committees, controlled corporations and other bodies established by council.

The bylaw must provide the process the municipality will use to handle alleged code of ethics contraventions. This sample bylaw provides a complaint-based process example. Some questions to consider under this process are:

- What information is required in the complaint?
- Who is the complaint submitted to: the administrator, the mayor/reeve? What if the administrator is the one submitting the complaint?
- How is the complaint handled once it is submitted? Does the person receiving the complaint report to council, a committee of council, a third party designated by council to conduct investigations?

There are two potential options outlined here for investigating code of ethics complaints. Council will need to consider the pros and cons of the options and decide which approach is best suited for their municipality. Regardless what council decides, they must ensure that all parties involved, including the complainant and the alleged member(s), are allowed procedural fairness.

Finally, consideration must be given to the consequences to members of council who have contravened the bylaw. The remedial action imposed should be corrective and progressive, and have realistic time frames for completion.

CODE OF ETHICS BYLAW

FULL NAME OF MUNICIPALITY

BYLAW NO _____

A BYLAW TO ESTABLISH A CODE OF ETHICS FOR COUNCIL MEMBERS

PART I

GENERAL

Short Title

1. This bylaw may be cited as the “Code of Ethics Bylaw”.

Preamble

2. The members of council of the [City/Town/Village/Resort Village/RM](#) recognize that their actions have an impact on the lives of all residents and property owners in the community. Fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards.

The members of council recognize that the quality of the public administration and governance of the [City/Town/Village/Resort Village/RM](#), as well as the reputation and integrity, depends on their conduct as elected officials.

Purpose and Interpretation

3. The purpose of this bylaw is to outline basic ethical standards and values for members of council. It is to be used to guide members of council respecting what their obligations are when fulfilling their duties and responsibilities as elected officials. It also explains the procedure for filing a complaint, investigating a complaint, and enforcing these standards and values.

This bylaw is to be interpreted in accordance with the legislation applicable to the [City/Town/Village/Resort Village/RM](#), the common law and the policies and bylaws of the [City/Town/Village/Resort Village/RM](#).

Neither the law nor this bylaw is to be interpreted as exhaustive. There will be occasions which council will need to adopt additional rules of conduct in order to protect the public interest and to enhance the public confidence and trust in local government. It is the responsibility of each member of council to uphold the standards and values set out in this bylaw.

Definitions

4. In this bylaw:

- a) **Act:** means *The Municipalities Act/The Cities Act/The Northern Municipalities Act, 2010*.
- b) **Complainant:** means an individual/organization/municipal employee/member of council.
- c) **Designated Officer:** means a person designated by council or a person to whom power or authority is delegated by the administrator or, in the absence of a designation by council, the administrator.
- d) **Members of Council:** means the council of the *City/Town/Village/Resort Village/RM*, and includes the *mayor/reeve* and each councillor.

PART II

STANDARDS AND VALUES¹

5. Members of council must uphold the following standards and values:

- a) Honesty
 - i. Members of council shall be truthful and open in their roles as council members and as members of the communities they serve.
- b) Objectivity
 - i. Members of council shall make decisions carefully, fairly and impartially.
- c) Respect
 - i. Members of council shall treat every person, including other members of council, municipal employees and the public, with dignity, understanding and respect;
 - ii. Members of council shall not engage in discrimination, bullying or harassment in their roles as members of council;
 - iii. Members of council shall not use derogatory language towards others;
 - iv. Members of council shall treat people with courtesy; and
 - v. Members of council shall recognize the importance of the different roles others play in local government decision making.
- d) Transparency and Accountability
 - i. Members of council shall endeavour to conduct and convey council business and all their duties in an open and transparent manner, other than those discussions that are authorized to be dealt with in a confidential manner in a closed session, so that stakeholders can view the process and rationale used to reach decisions and the reasons for taking certain actions; and
 - ii. Members of council are responsible for the decisions they make. This responsibility includes acts of commission and acts of omission.
- e) Confidentiality
 - i. Members of council shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or

¹ Prescribed model code of ethics as per the applicable regulations.

- authorized by council to do so; and
- ii. Members of council shall not take advantage of or obtain private benefit from information that is obtained in the course of or as a result of their official duties or position and that is not in the public domain. This includes complying with *The Local Authority Freedom of Information and Protection of Privacy Act* in their capacity as members of council of a local authority.
- f) Leadership and the Public Interest
- i. Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the [City/Town/Village/Resort Village/RM](#);
 - ii. Members of council shall strive, by focussing on issues important to the community and demonstrating leadership, to build and inspire the public's trust and confidence in local government;
 - iii. Members of council are expected to perform their duties in a manner that will bear close public scrutiny and shall not provide the potential or opportunity for personal benefit, wrongdoing or unethical conduct; and
 - iv. [Members of council shall not accept a gift or personal benefit greater than \\$_____ that is connected directly or indirectly with the performance of their duties.](#)
- g) Responsibility
- i. Members of council shall act responsibly and in accordance with the Acts of Parliament of Canada and the Legislature of Saskatchewan, including [The Municipalities Act/The Cities Act/The Northern Municipalities Act, 2010](#);
 - ii. Members of council shall disclose actual or potential conflicts of interest, either financial or otherwise, related to their responsibilities as members of council, following the policies and procedures of the [City/Town/Village/Resort Village/RM](#), and exercising all conferred powers strictly for the purpose for which the powers have been conferred; and
 - iii. Members of council are individually responsible for preventing potential and actual conflicts of interest.

PART III

COMPLAINT PROCESS

Informal Complaint Process²

6. Any person who has witnessed or believes that a member of council has contravened the bylaw may advise the member that they are in contravention of this bylaw and encourage the member to stop.

Formal Complaint Process

7. To report an alleged contravention of the bylaw, the complainant shall submit the Complaint Form found in Schedule A, personally or by sending the form directly to the designated officer by mail, email, fax or courier.

² The informal complaint process should be the initial means of remedying an alleged code of ethics complaint.

8. As soon as possible after receiving the complaint, the designated officer will issue the Receipt of Complaint form, found in Schedule B, to the complainant, personally or by sending the form by mail, email, fax or courier.
9. Within ____ days of issuing the Receipt of Complaint, the designated officer will review the complaint to ensure the following:
 - a) The complaint meets the scope of the code of ethics bylaw³; and
 - b) The complaint form is filled out completely and in detail.
10. After review of the complaint, the designated officer shall within ____ days notify:
 - a) The complainant in writing that the complaint does not meet the scope of this bylaw or that the complaint form is not filled out completely. If applicable, the designated officer will direct the complainant to another process for addressing the complaint; or
 - b) The complainant in writing that the complaint meets the requirements of this bylaw; and
 - c) The alleged council member(s) in writing that a complaint has been filed pursuant to this bylaw.
11. The designated officer shall inform all parties of the following:
 - a) Who will be investigating the complaint;
 - b) The investigation process;
 - c) When the investigation will be initiated⁴; and
 - d) How the investigation's findings will be communicated.
12. At the next council meeting, upon being informed by the designated officer, council will acknowledge by resolution that a code of ethics complaint has been filed and will initiate the investigation process⁵.

Investigation - Option 1: Council is the Investigator

13. Council shall establish a committee to investigate, report and to make recommendations based on the findings of the complaint to council.
14. The council member(s) who the complaint is made against shall not participate in conducting the investigation.
15. If the complainant is a council member, that council member shall not participate in conducting the investigation.
16. The investigation shall be done in a confidential, objective and impartial way.
17. The investigation must, as is reasonably possible, protect the names of all parties involved.

³ The designated officer should think about: Does the complaint outline a contravention of this bylaw or is there a better avenue to file the complaint? If the complaint fits better elsewhere, provide other options i.e. Nuisance Bylaw. This is not the time to judge whether it is a legitimate allegation, just if it fits the scope of the bylaw.

⁴ The investigation will be initiated when council passes a motion as per section 12 of the bylaw.

⁵ At this point council does not review the complaint, only acknowledges that a complaint was made. Best practice would be to acknowledge the complaint by reference number to protect all parties involved. If council wishes to discuss further, they should do so in a closed meeting. Remember that if a council member is a party to the complaint, they should not participate in the discussion and should declare a Conflict of Interest.

18. The investigative committee shall review the complaint and clarify any information with the complainant, if required.
19. The investigative committee shall serve a copy of the complaint and supporting documents to the alleged council member(s) and request a written response to the claim within ____ days of receiving complaint⁶.
20. If the alleged council member(s) provide a written response, that response is to be provided to the complainant with a request for a written response within ____ days.
21. The investigation committee must verify the information provided from all parties, which may include speaking to anyone relevant to the complaint.
22. The investigation committee must determine what section(s), if any, of this bylaw was contravened.
23. When the investigative committee is satisfied that all the relevant information has been provided, they will prepare a written report summarizing the allegations, the findings and their recommendation as to whether or not the complaint is substantiated.
24. The complainant and alleged council member(s) shall be provided a copy of the written report.
25. The investigating committee will provide the report to council in a closed meeting.
26. The council member(s) who the complaint is made against shall not participate in the closed meeting.
27. If the complainant is a council member, that council member shall not participate in the closed meeting.
28. If council is satisfied with the report from the investigation committee, in an open meeting, council shall pass a resolution stating that the complaint is either unsubstantiated or substantiated.
29. If the complaint is unsubstantiated, it is deemed dismissed and council shall notify all parties involved of the following:
 - a) The reasons the complaint is dismissed; and
 - b) The ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.
30. If the complaint is substantiated, council shall provide all parties involved the following:
 - a) The reasons for the substantiation;
 - b) What remedial action(s), if any, will be imposed as per section 31; and
 - c) Information about the ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.

Investigation - Option 2 - Third Party is the Investigator⁷

13. The investigation must, as is reasonably possible, protect the names of all parties involved.
14. The investigation shall be done in a confidential, objective and unbiased way.

⁶ Identifying and/or personal information may need to be redacted from the copy of complaint and documents being served.

⁷ Best practice is to appoint the investigating third party annually by resolution.

15. At a minimum, the investigation must:

- a) Clarify what the complaint is about;
- b) Verify the information provided in the complaint is relevant and accurate;
- c) Provide an opportunity for all parties involved to review the preliminary findings and to provide contrary and/or additional information that may be relevant;
- d) Determine what section(s), if any, of this bylaw was contravened; and
- e) Summarize the results of the investigation into a written report.

16. The investigator will provide the report to council in a closed meeting.

17. The council member(s) who the complaint is made against shall not participate in the closed meeting.

18. If the complainant is a council member, that council member shall not participate in the closed meeting.

19. Upon the report from the investigator, in an open meeting, council shall pass a resolution stating that the complaint is either unsubstantiated or substantiated.

20. If the complaint is unsubstantiated, it is deemed dismissed and council shall notify all parties involved the following:

- a) The reasons the complaint is dismissed; and
- b) The ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.

21. If the complaint is substantiated, council shall provide all parties involved the following:

- a) The reasons for the substantiation;
- b) What remedial action(s), if any, will be imposed as per section 22; and
- c) Information about the ability to contact Ombudsman Saskatchewan if they feel they have been treated unfairly in the handling of the complaint.

Remedial Action⁸

31/22. The remedial action(s) imposed should be corrective and progressive and have a realistic time frame for completion. Council should take into consideration the nature and severity of the violation as well as whether the council member(s) has previously violated this bylaw.

32/23. The remedial action(s) imposed by council shall be decided by resolution, at a meeting open to the public. The remedial action may include, but is not limited to⁹:

- An apology, either written and/or verbal, by the member of council to the impacted individual(s), council and/or the general public.
- Educational training on ethical and respectful conduct¹⁰.
- Repayment of moneys/gifts received.
- Removal of the member from council committees and/or bodies.

⁸ The numbering of the sections for remedial action will depend on the investigation process decided on, Option 1 or Option 2.

⁹ These are examples only and represent possible options. It is important that council discuss appropriate courses of action before passing a bylaw AND consult their legal counsel. Any actions chosen for your bylaw must be allowed by the applicable legislation and regulations.

¹⁰ Be specific as to what course, when it is available and who is responsible for paying it.

- Dismissal of the member from a position of chairperson of a committee.
- Reduction in remuneration and/or benefits and/or expenses.

33/24. Failure to comply with the course(s) of action set out by council may lead to further remedial action and possibly to suspension.

Dispute Resolution

34/25. If council believes it to be desirable, council may offer the parties to a complaint an opportunity to mediate the complaint.

35/26. Mediation must be agreed upon by all parties¹¹.

36/27. Mediation shall be handled by a neutral third-party who has experience in the mediation process.

37/28. Mediation shall be confidential.

PART IV

MISCELLANEOUS

38/29. This bylaw shall also apply to members of committees, boards, controlled corporations and other bodies established by council who are not members of council.

PART V

COMING INTO FORCE

39/30. This bylaw shall come into effect on the day of its final passing.

{Seal}

(Reeve/Mayor Signature)

(Administrator Signature)

Read a third time and adopted
this ____ day of _____.

(Administrator Signature)

¹¹ The municipality may want to consider including how mediation would be paid for, as it would be less expensive as a full investigation, the municipality may decide to pay for these services

(SAMPLE ONLY: Municipalities may develop their own form.)

Schedule A

Complaint Form

Complainant Name: _____ (Print name)

Complainant Address: _____ (Mailing address)

Complainant Phone Number(s): _____

Complainant Email: _____

I have reasonable and probable grounds to believe that council member(s):

_____ (List name(s) of council member(s) whom the complaint is against)

has (have) contravened the Code of Ethics Bylaw by reason(s) of the following:

1. Insert date(s), time and location of conduct

2. Include the sections of the Code of Ethics Bylaw that have been contravened

3. Provide the particulars and names of all persons involved and of all witnesses

4. Provide contact information for all people

5. Number of exhibits attached (if applicable): _____

6. If more space is required, please attach additional pages if needed.

**I declare that the information given by me with respect to the above statements is true in all respects.
I understand that signing a false affidavit may expose me to prosecution under the Criminal Code of
Canada.**

Dated this _____ day of _____, 20_____.

(Signature of Complainant)

For Office Use Only

(Date received)

(Reference number)

(Signature of _____ (i.e. Designated Officer,
Administrator, City Clerk, or other applicable position pursuant to
subsection 4 of bylaw)

(SAMPLE ONLY: Municipalities may develop their own form.)

Schedule B

Receipt of Complaint

I acknowledge that I have received a completed Complaint Form as prescribed in the Code of Ethics Bylaw, Schedule A from

_____, dated on the _____.
(Name of complainant) (Date the complainant signed)

Dated at _____, on _____.
(Location) (Date of issuing the Receipt of Complaint)

(Signature of Designated Officer)