

TOWN OF ITUNA

Bylaw No. 1-2026

A BYLAW TO REGULATE THE CODE OF CONDUCT FOR THE MEMBERS OF THE TOWN OF ITUNA'S MUNICIPAL COUNCIL

The Council of the Town of Ituna in the Province of Saskatchewan enacts as follows:

Part 1- Interpretation

1. Short Title

1.1 This bylaw may be cited as the Code of Ethics Bylaw.

2. Preamble

2.1 The members of Council of the Town of Ituna recognize that their actions have an impact on the lives of residents and property owners in the community.

2.2 Fulfilling their obligations and discharging their duties responsibly requires a commitment to the highest ethical standards.

2.3 Members of Council recognize that the quality of public administration and governance of the Town of Ituna, as well as its reputation and integrity, depends on their conduct as elected officials.

3. Purpose and Interpretation

3.1 The purpose of this bylaw is to outline basic ethical standards and values for members of Council.

3.2 This bylaw guides members respecting their obligations when fulfilling duties as elected officials and explains the procedure for filing, investigating, and addressing complaints alleging contraventions.

3.3 This bylaw shall be interpreted in accordance with applicable legislation including The Municipalities Act, the common law, and the bylaws and policies of the Town of Ituna.

3.4 Each member of Council is responsible for upholding the standards and values set out in this bylaw.

3.5 This Bylaw applies to members of council in their official capacity or when acting as a representative of the Town of Ituna.

4. Definitions

4.1 **Act:** The Municipalities Act

4.2 **Complainant:** any individual, organization, municipal employee or member of Council who submits a complaint pursuant to this bylaw.

4.3 **Designated Officer:** Administrator of the Town of Ituna

4.4 **Member of Council:** the Council of the Town of Ituna, including the Mayor and each Councillor

PART II – STANDARDS AND VALUES

5. Ethical Standards and Values

5.1 Members of Council must uphold the following standards and values:

a) **Honesty** – Members shall be truthful and open in their roles as Council members and as members of the community they serve.

b) **Objectivity** – Members shall make decisions carefully, fairly, and impartially.

c) **Respect** – Members shall:

- i. Treat every person, including other members of Council, municipal employees, and the public, with dignity, understanding, and respect;
- ii. Not engage in discrimination, bullying, or harassment;
- iii. Not use derogatory language;
- iv. Treat people with courtesy; and
- v. Recognize the importance of the different roles others play in local government decision making.

d) **Transparency and Accountability** – Members shall:

- i. Conduct Council business in an open and transparent manner except where legislation authorizes discussion in a closed meeting; and
- ii. Accept responsibility for decisions they make.

e) **Confidentiality** – Members shall:

- i. Refrain from disclosing confidential information acquired by virtue of office except when required by law or authorized by Council;
- ii. Not obtain private benefit from confidential information; and
- iii. Comply with The Local Authority Freedom of Information and Protection of Privacy Act

f) **Leadership and Public Interest** – Members shall:

- i. Serve constituents diligently and act in the best interests of the Town of Ituna;
- ii. Work to build and inspire public trust in local government;
- iii. Conduct themselves in a manner that withstands public scrutiny; and
- iv. Shall not accept any gifts or personal benefits.

g) **Responsibility** – Members shall:

- i. Act in accordance with all federal and provincial legislation, including *The Municipalities Act*;
- ii. Disclose actual or potential conflicts of interest; and
- iii. Exercise powers only for the purposes for which they are conferred.

h) **Respect for Administration and Operational Matters** – Members shall:

- i. Respect the role of the Administrator and municipal employees;
- ii. Refrain from directing or interfering with employees except through the Administrator;

- iii. Recognize that operational matters are the responsibility of administration.

PART III – COMPLAINT PROCESS

6. Informal Complaint Process

- 6.1 Any person who believes a member has contravened this bylaw may advise the member and encourage them to stop the conduct.

7. Formal Complaint Process

- 7.1 Complaints shall be submitted using Schedule A – Complaint Form.
- 7.2 Complaints must be submitted to the Administrator.
- 7.3 Upon receipt, the Administrator shall:
 - a) Issue a Receipt of Complaint using Schedule B;
 - b) Review the complaint within 7 business days to ensure it is within the bylaw's scope and completed in sufficient detail;
 - c) Regardless of investigation method, the identities of all parties shall be protected throughout the process;
 - d) Notify the complainant and alleged member whether the complaint will proceed.

8. Investigation and Reporting

- 8.1 Council shall determine the investigation process:
 - a) Establish a Investigation committee,
 - i. Council establishes a Committee to investigate that excludes alleged member (and complainant if member of Council)
 - ii. Conducts investigation confidentially, objectively, and impartially
 - iii. Clarifies complaint with complainant if needed
 - iv. Provides alleged member copy of complaint and allows 14 business days to respond
 - v. Complainant may reply within 7 business days
 - vi. Committee verifies information which may include speaking to anyone relevant to the complaint, prepares a written report, and submits to Council in a closed meeting.
 - vii. Committee must determine what section(s) if any of this bylaw was contravened.
 - viii. Committee shall prepare a written report summarizing the allegations, the findings and their recommendation as to whether or not the complaint is substantiated.
 - ix. The Committee shall report to remaining members of council not involved the the complaint in a closed meeting.
 - x. If Council is satisfied with the report they shall pass a resolution in open meeting stating if complaint is substantiated or unsubstantiated
 - b) Appoint an independent third-party investigator;
 - i. Investigator conducts investigation confidentially, objectively, and impartially
 - ii. Clarifies complaint, verifies information as relevant and accurate,
 - iii. Allows parties to respond to preliminary findings and provide additional information
 - iv. Provides alleged member copy and 14 business days to respond; complainant

may reply within 7 business days

v. Investigator submits report to Council in a closed meeting

vi. Council passes resolution in open meeting stating if complaint is substantiated or unsubstantiated

vii. Council notifies all parties and provides Ombudsman contact information

c) The investigation must, as is reasonably possible, protect the names of all parties involved in all steps of the process.

8.2 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) Information about the ability to contact Ombudsmen Saskatchewan if they feel they have been treated unfairly in handling the complaint.

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

a) The reason for substantiation;

b) What remedial action(s), if any, will be imposed as per section 9; and

c) The ability to contact Ombudsmen Saskatchewan if they feel they have been treated unfairly in handling the complaint.

9. Remedial Action

9.1 Remedial actions are corrective and progressive.

9.2 May include:

a) Written or verbal apology

b) Ethical training

c) Repayment of money/gifts

d) Removal from committees/boards

e) Removal as chair

f) Reduction of remuneration/benefits/expenses

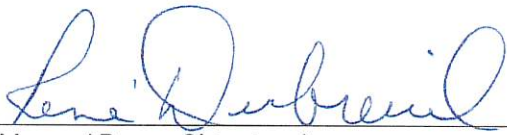
9.3 Non-compliance may result in further action permitted by legislation.

PART IV – COMING INTO FORCE

This bylaw comes into effect on final passing.

This bylaw repeals Code of Ethics Bylaw 1-2017.

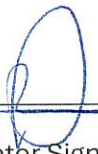
**Certified true copy of Bylaw No. 1-2026
adopted by resolution of Council at
regular meeting held on March 17, 2026**


(Mayor / Reeve Signature)


(Administrator Signature)



Read a third time and adopted by resolution 140/2026
this 17 day of March 2026.


(Administrator Signature)

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 filed)

(Signature of Administrator/Assistant)

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)

Dated at _____, on _____.

(Location)

(Date of Issuing the Receipt of Complaint)

_____.

(Signature of Designated Officer)