BYLAW NO 2026-07

TOWN OF LAMPMAN

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 Town of Lampman 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 Town of Lampman, 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 Town of Lampman, the common law and the policies and bylaws of the Town of Lampman.

   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, 2024.*
   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 Town of Lampman, and includes the mayor and each councillor.

PART II

STANDARDS AND VALUES[1]

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 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

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

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 Town of Lampman;
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 $100.00 *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, 2024*;
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 polices and procedures of the Town of Lampman, 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 Process[2]

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.

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.

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

9. Within 2 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 bylaw; and
    b) The complaint form is filled out completely and in detail.

10. After review of the complaint, the designated officer shall within 2 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 initiated[3]; 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 process[4].

Investigation - Third Party is the Investigator[5]

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.

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.

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[3] The investigation will be initiated when council passes a motion as per section 12 of the bylaw.
[4] 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.
[5] Best practice is to appoint the investigating third party annually by resolution.

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 Action

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.

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 to:

- 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 conduct.
- Repayment of moneys/gifts received.
- Removal of the member from council committees and/or bodies.
- Dismissal of the member from a position of chairperson of a committee.
- Reduction in remuneration and/or benefits and/or expenses.

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

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

26. Mediation must be agreed upon by all parties.

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

28. Mediation shall be confidential.

PART IV

MISCELLANEOUS

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

REPEAL OF BYLAWS

30. Bylaw no. 2016-11 is hereby repealed.

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

Introduced a first time this 21st day of October, 2026.

Read a second time this 21st day of October, 2026.

Read and adopted a third time and final time on the unanimous consent of the Council present this 21st day of October, 2026.

TOWN OF LAMPMAN (Seal) SASKATCHEWAN

Mayor

CAO

Schedule A

Complaint Form

Complainant Name: _____

Complainant Address: _____

Complainant Phone Number(s): _____

Complainant Email: _____

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

_____

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, CAO, or other applicable position pursuant to subsection 4 of bylaw)

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)