

Code of Ethics Bylaw # 5-2018

Part 1

Code OF Ethics

Code of Ethics for Members of Council for the Resort Village of Island View

As members of council , we recognize that our actions have an impact on the lives of all residents and property owners in the community. Fulfilling our obligations and discharging our duties responsibly requires commitment to the highest ethical standards.

The quality of the public administration and governance of the Resort Village of Island View , as well as its reputation and integrity , depends on its conduct as elected officials.

- a) Members of council shall be truthful and open in their roles as council members and as members of the community they serve.**
- b) Members of council shall make decisions carefully , fairly, and impartially.**
- c) Members of council shall treat every person , including other members of council , municipal employees and the public with dignity understanding and respect .**

d0 Members of council shall endeavor 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 closed session, so that stake holders can view the process and rationale use to reach decisions and the reasons for taking certain actions.

Members are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission.

e) 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. Members shall comply with the Local Authority Freedom and Information and Protection of Privacy Act in their capacity as members of council.

f) Members of council shall serve their constituents in a conscientious and diligent manner and act in the best interests of the Village. A member shall strive , by focusing on issues important to the community and demonstrate leadership in order to maintain public trust and confidence in the governing of the Village.

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.

g) Members of council shall act responsibly and in accordance with the Acts of the Parliament of Canada and the Legislature of Saskatchewan , including The Municipalities Act.

This duty include disclosing actual or potential conflicts of interest , either financial or otherwise relating to responsibilities as members of council , following

policies and procedures of the Village and exercising all conferred power strictly for the purpose for which the powers have been conferred. Every member of council is individually responsible for preventing potential and actual conflicts of interest.

Contravention of the Code Of Ethics.

Complaint Procedure

As required by clause **(66.1(5)(c)c of The Cities Act /93.1 (5)(c) of the Municipalities Act /107.1(5)(c)** , the following section details the procedures for handling contraventions of the code of ethics.

- a) To report an alleged contravention of the code of ethics , an individual/ organization /member of council may submit the form in Schedule A, by sending the form directly to the administrator of the Resort Village of Island Vi, by mail, fax, email or courier. the complaint will be presented to council at the next regular meeting in an in camera session.
- b) Upon receipt of a complaint , Council shall discuss the complaint and take all necessary steps to insure the complaint is valid.
- c) All discussions surrounding alleged and substantiated contraventions of this policy shall be conducted in an **camera session** at a meeting of council.
- d) If the claim is found to be substantiated , Council may, by resolution , impose an appropriate penalty detailed in 5(a) to (f) based on the severity of the contravention of the code of ethics. (i) Any action taken by council should include a time frame to complete the remedial action.

e) Council shall inform the claimant , member of council, and any other relevant party of councils decision, which includes:

(i) Informing the claimant and member of council that the complaint is dismissed, or

(ii) Informing the complainant and member of council of the corrective action and or the measures taken to ensure the behavior or activity does not continue.

Contravention during a Council Meeting

If council is of the opinion that a member has violated the code of ethics during a council meeting, council may require the member to remove themselves from the remainder of the council meeting. Council may apply additional penalties based on the severity of the contravention.

Remedial Action if Contravention Occurs

Should a member of council breach any of the principles outlined in this code , the possible coursed of action that are available to Council include but not limited to :

(a) An apology, either written and or verbal , by the member of Council to the impacted individual(s), Council, and or the general public.

(b) Educational training on ethical and respectful conduct.

(c) Repayment of money or gifts received.

(d) Removal of the Member from Council Committees and /or bodies.

(e) Dismissal of the Member from a position of a Chairperson of a Committee.

(f) Reprimand.

This bylaw shall come into effect of its final passing.



Mayor



Adminsistrator

Read a third time and adopted

this 29 day of September 2018