



General Government

Title: Council Governance, Code of Conduct & Communications	Policy Number: GG-01
Authority: Resolution 2026-210 - July 21, 2026 Council Minutes	Next Review: November 2030

Purpose:

This policy outlines the roles and responsibilities of the Town of Carrot River's elected officials and prescribes the steps to take for proper reporting and receiving complaints

Council defined:

The Council is the main body of local government; The Councilors and Mayor are primarily elected for their leadership qualities. As citizen representatives they have a vested interest in the welfare of their community and therefore must possess two other necessary qualifications.

- First a member must have the skill and experience to adequately meet the demands of the position.
- Secondly, they must have the time and the willingness to serve.

Condensed List of Duties:

The Council is a policy making group. Its responsibility is to decide how the municipality is to be run. The Council shall:

- a) Represent the public and consider the well-being and interests of the municipality;
- b) Participate in developing and evaluating the policies, services and programs of the municipality;
- c) Participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by Council;
- d) Ensure that administrative practices and procedures are in place to implement the decisions of Council;
- e) Keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
- f) Maintain the financial integrity of the municipality;
- g) Perform any other duty or function imposed on Councilors by The Municipalities Act or any other Act or by Council.

Council Remuneration:

The Mayor and each Councilor shall receive a yearly indemnity that is set annually for all regular, Committee of the Whole, Committee and Special Council Meetings.

All Council members shall be eligible for mileage at prescribed rates (if required to travel outside the boundary of Carrot River) for committee, district and any other meetings directly related to their work as Mayor or Councilor for the municipality.

- Council members may only be remunerated for the committees and boards to which they are appointed.



Council members shall be eligible for monthly reimbursement of local travel/office use of home/private telephone at an amount set by Council annually.

Workshops/Training/Conferences/Conventions:

Council members shall be eligible for a per diem plus mileage at prescribed rates (CRA mileage set rate for the current year) if required to travel outside the boundary of Carrot River for workshops, training, conferences, and conventions directly related to their work as Mayor or Councilor for the municipality but this must be passed through resolution of Council to collect remuneration.

In addition, Council members will be reimbursed for meals and accommodations (based on invoices) necessary while in attendance. Suggested rates shall be set annually.

Council Procedures Bylaw:

The Town of Carrot River Bylaw 2015-11 details the specific duties of Council and defines, in detail, the procedures for meetings and general rules for Council members.

CODE OF CONDUCT:

The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of Members of Council ("Members"). The Council is answerable to the community through democratic processes and this Code will assist in providing for the good government of the Town of Carrot River.

Standards of Conduct:

- a) Members shall uphold the law and at all times;
- b) Seek to advance the common good of the Town of Carrot River as a whole while conscientiously representing the communities they serve;
- c) Perform the functions of office truly, faithfully, and impartially to the best of their knowledge and ability in accordance with the following core values:
 - i) Integrity - giving the Town's interests absolute priority over private individual interests;
 - ii) Honesty - being truthful and open;
 - iii) Objectivity - making decisions based on a careful and fair analysis of the facts;
 - iv) Accountability - being accountable to each other and the public for decisions taken;
 - v) Leadership - confronting challenges and providing direction on the issues of the day.
- d) Uphold this Code as a means of promoting the standards of behavior expected of Council and enhancing the credibility and integrity of Council in the broader community.



The Council will:

- a) Review the municipality's Code of Conduct as required and make any amendments considered appropriate;
- b) Review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the provincial or federal government, provincial or federal statutes shall take precedence.

Council Member Responsibilities:

- a) **CONDUCT TO BE OBSERVED** - Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they are entrusted with upholding and adhering to the by-laws of the municipality as well as all applicable provincial and federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.
- b) **DEDICATED SERVICE** - All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.
- c) **RESPECT FOR DECISION-MAKING PROCESS** - All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions.
- d) **CONDUCT AT MEETINGS** - Members shall respect the chair, colleagues, staff, and members of the public present during Council meetings or other proceedings of the Town of Carrot River. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision making.
- e) **RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED** - No member of Council shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.
- f) **GIFTS AND BENEFITS** - No Member of Council shall show favoritism or bias toward any vendor, contractor or others conducting business with the Town of Carrot River. Members are prohibited from accepting gifts or favors from any vendor, contractor or others doing business with the Town personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favor or disadvantage to any individual or organization.



- g) **USE OF PUBLIC PROPERTY** - No Member shall request or permit the use of municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the Town is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of municipal resources.
- h) **OBLIGATIONS TO CITIZENS** - No member of Council shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.
- i) **INTERPERSONAL BEHAVIOUR** - Members shall treat every person, including other Members of Council, employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.
- j) **COMMUNITY REPRESENTATION** - Members shall observe a high standard of professionalism when representing the Town and in their dealings with members of the broader community.
- k) **GOOD GOVERNANCE** - Members accept that effective governance of the Town of Carrot River is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Town to function as a good corporate citizen.
- l) **GOVERNMENT RELATIONSHIPS** - Members recognize the importance of working constructively with other levels of government and organizations in Saskatchewan and beyond to achieve the goals of the Town.
- m) **CONFLICT OF INTEREST AVOIDANCE** - Members are committed to making decisions impartially and in the best interests of the Town and recognize the importance of fully observing the requirements of **Section 143** of the **Municipalities Act** regarding the disclosure and avoidance of conflicts of interest.
- n) **REPORTING BREACHES** - Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member of Council or municipal employee who, acting in good faith, brings forward such information.
- o) **CORRECTIVE ACTION** - Any reported violation of the Code will be subject to investigation by the Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.
- p) **COMPLIANCE WITH THE CODE** - Members acknowledge the importance of the principles contained in this Code which will be self-regulated by Council. Councilors are required to sign a "Statement of Commitment to the Code".



COMMITTEE-OF-THE-WHOLE:

Under normal procedure, the Council, by moving to a committee of the whole, is taking a step to carry out full discussion of a subject in a less formal manner than would be necessary during the regular part of the meeting of the Council. Any item of business could be discussed by the committee of the whole where it is felt that a more informal discussion should take place. The committee discusses the item referred to it by Council and then rises and reports its findings for formal consideration by Council by way of recommendation.

Council may act on the recommendation or just record the report of the committee. Both the recommendation by the committee of the whole and Council's subsequent action or non-action is recorded in the formal minutes of the Council meeting.

The committee itself cannot enact resolutions, only Council members meeting as "Council" can do so.

During a regular or special Council meeting, Council may on a motion move to a committee of the whole a "private" or "in-camera" session. Please note that a Committee-of-the-whole can only close its meeting to the public if the matter being discussed is within one of the exemptions in Part III of The Local Authority Freedom of Information and Protection of Privacy Act or concerns long-range or strategic planning.

Procedure - on a motion of the Council to resolve itself into the committee-of-the-whole, the Mayor should step down and the committee will appoint some other member of the Council as chairperson of the committee. After the discussion has been concluded, the committee shall report back to the Council.

It is not necessary to keep minutes of the committee-of-the-whole. The minutes of Council meeting would record:

- a) the resolution to go into committee of the whole;
- b) the report or recommendation from the committee;
- c) that the Council meeting has been reconvened; and
- d) the action or non-action taken by Council.

OUTSIDE BOARDS

Council, due to geographic location, financial participation, bylaw or resolution, will appoint representatives periodically. The representatives of the Town of Carrot River are expected to report to Council as necessary. Appendix B, appointments of Council, will be updated at least annually.



COUNCIL / EMPLOYEE COMMUNICATIONS POLICY:

Purpose:

To clearly enunciate Councils communication practices and procedures, maximize the efficient use of time, human and capital resources, minimize the need for Council member involvement in the day-to-day operations of the municipality, and enhance employer/employee relations, by minimizing confusion and potential areas of conflict

The Council/employee liaison shall be a two-way communications link conducted by and through the Administrator.

- a) The Administrator shall communicate the Council's plans, programs, direction, and matters pertaining to the day-to-day operations of the municipality expediently and directly to the affected personnel.
- b) The Administrator shall communicate employee concerns and suggestions regarding the Council's plans, programs, direction, scheduling, or any matter pertaining to the day-to-day operations of the municipality expediently and directly to Council or appropriate committee.
- c) Any need by Council members or employees to deviate from a) or b) shall be communicated to the Mayor.

This is a Council operations policy, it does not supersede the role and responsibilities of Council committees, nor the rights and responsibilities of individual Council members.



COMPLAINT POLICY

Council's duty is to act as agents of the public – as such, they are obligated to hear concerns and questions from the ratepayers of Carrot River. This may include feedback on recent Council decisions, suggestions for issues that need resolution, or criticisms/complaints about items, actions, or decisions made by Council or staff of the Town of Carrot River.

Further, it is a Council members duty to bring forth valid complaints and concerns to Council Meetings if requested or to forward ratepayers to the Administrator for assistance.

Procedure for Contacting Council Members:

Ratepayers may wish to make contact with the Mayor or Councilors, in person or by phone. In such cases, ratepayers are asked to:

- Be considerate of the time of day;
- Be considerate of the presence of guests in the Council member's home or workplace.

Council members will not engage in dialogue that is rude or abusive.

In most cases, Council members will recommend that ratepayers put their concerns/suggestions in writing and may recommend the use of the Formal Complaint Form (Appendix C).

Councilors reporting ratepayer's concerns:

Councilors reporting on ratepayers' concerns will provide the name(s) of the complainant(s).

Where a councilor expresses a concern on a matter for which the Town already has a policy, that councilor should be prepared to stipulate the specific policy changes being suggested.

Council dealing with concerns/input:

Some concerns/input may be able to be dealt with immediately with a simple action such as a phone call, etc. In such cases, the Councilor may indicate that "unless you hear otherwise from me, we are likely to take the following action;" or "Please contact the Town Office/Administrator as they will be able to address this concern."

Other action may require more lengthy consideration such as policy revision or inclusion in the following year's budget.

However, Council does promise that each Formal Complaint Form will receive consideration on the agenda of the subsequent regular meeting of Council and a written reply will be issued.

Where Council advises the Administrator to write either to the subject of the complaint or in reply to the complainant, that decision must first be taken in the form of a motion which stipulates the exact nature of the reply (such is not the case where the complaint is of routine nature and with which the Administrator routinely deals).

Some suggestions may be referred to one of the Council's Standing Committees.



FORMAL COMPLAINT FORM

Sent via (check one) ☐ Mail to Box 147, Carrot River, SK S0E 0L0
☐ Email to t.carrotriver@sasktel.net
☐ Fax to 306-768-2930 (office)
☐ Hand delivered to _____ (Name of Councillor)

Name of ratepayer: _____

Civic Address: _____

Phone number: _____

Email address: _____

This input is intended as a (check where applicable):

- ☐ Feedback concerning actions already taken by Council
- ☐ Suggestion regarding future actions by Council
- ☐ General enquiry or concern
- ☐ Criticism for Council
- ☐ Approval for Council

Comments: _____

Signature of ratepayer: _____

Date Submitted: _____