

VILLAGE OF THEODORE
Special Meeting of Council
Theodore Station House Museum
April 7, 2021

AGENDA

- 1. Call to Order – 4:00 pm**
- 2. Approval of Agenda**
- 3. Business**
 - a) Whitesand Park – Waste Disposal Agreement with the Village of Theodore
 - b) Bylaw 2021-3 - Employee Code of Conduct
 - c) Municipal Revenue Sharing Grant – Declaration of Eligibility
 - d) Springside Fire Department – Financial proposal for expanded Fire District
 - e) Abate property tax penalty – Lot 4 & 5, Blk 26, Plan CE1022
 - f) ICIP Grant - Ultimate Recipient Agreement.
- 4. Adjournment**





Village of Theodore

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Mayor Roger Hardie

Interim Administrator Marj Beatty

NOTICE

Please take notice that a Special Meeting of Council will occur

**Wednesday, April 7th, 2021 at 4:00 pm
@ Stationhouse Museum**

Purpose of Meeting:

- **Whitesand Regional Park**

**Marj Beatty
Interim Administrator
April 1, 2021**

VILLAGE OF THEODORE

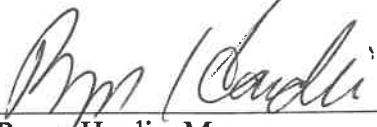
BYLAW NO. 2021-3

A BYLAW OF THE VILLAGE OF THEODORE IN THE PROVINCE OF SASKATCHEWAN TO
ESTABLISH A CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES


1. This Bylaw may be cited as the Employee Code of Conduct Bylaw.
2. This bylaw has been created to comply with Section 111.1 of *The Municipalities Act*.
3. The Village of Theodore does hereby adopt the Code of Conduct for Municipal Employees, attached hereto as Schedule "A".
4. That Schedule "A" forms part of this bylaw.
5. That this bylaw shall come into force and take effect upon the 3rd and final reading.

Adopted this 7th day of April 2021.





Roger Hardie, Mayor



Marj Beatty, Interim Administrator

SCHEDULE "A" TO BYLAW
NO. 2021-3

Code of Conduct for
Municipal Employees of the Village of Theodore

Purpose of the Code of Conduct

The Code of Conduct is to provide an understanding of the fundamental rights, privileges and obligations of municipal employees. Specifically, the Code of Conduct is intended to:

- Protect the public interest
- Promote high ethical standards among municipal employees
- Provide a means for municipal employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.
- Set out the corrective measures for unethical conduct.

Policy Statement

The Code of Conduct recognizes implicitly that an employee of the municipality is entitled to the same basic rights of freedom afforded to all citizens. Employees shall abide by the provisions of the *Human Rights Code* and, in doing so, shall treat every person with respect and dignity.

The following focus areas shall formulate the Village of Theodore's Employee Code of Conduct.

A. USE OF MUNICIPAL PROPERTY

1. Employees must not use the municipality's property, vehicles, equipment, supplies or service for activities not associated with the discharge of official duties.
2. Employees shall not use the municipality's property, vehicles, equipment, supplies or services for personal gain.

B. POLITICAL ACTIVITY

1. Employees shall refrain from direct involvement in a local government political campaign in the municipality where they are employed.
2. Employees may be involved in provincial and federal campaigns as long as this involvement does not affect the objectivity with which they must discharge their duties.

SCHEDULE "A" TO BYLAW
NO. 2021-3

C. BUSINESS DEALINGS

1. Employees shall not engage in any outside work or business dealings that interfere with the performance of their regular duties.
2. Employees shall not engage in any outside work or business dealings from which they might derive personal benefit or gain by virtue of their employment with the municipality.

D. MEDIA RELATIONS

1. Relations with the media shall be conducted so that only factual and objective information related to policies adopted by Council is transmitted. Employees must refrain putting forth speculative or subjective insights.

E. CONFIDENTIAL INFORMATION

1. Employees shall safeguard and protect information of the municipality.
2. Information shall be released in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

F. STAFF/COUNCIL RELATIONS

1. Employees shall deal with all members of Council in an objectives and impartial manner at all times.
2. Employees must recognize that elected officials are responsible for the establishment of policy and employees are responsible for implementation of the directives originating from Council.

G. STAFF/PUBLIC RELATIONS

1. Employees shall treat every person, including the public, with dignity, understanding and respect.
2. Every person, including the public, shall in return, treat employees with dignity, understanding and respect.

H. COMPLIANCE

1. Department Heads shall ensure that staff is aware of and in compliance with the terms of this Code of Conduct.
2. Failure to comply with the terms of this Code of Conduct may result in disciplinary action.
3. Non-compliance with the Code of Conduct will be reviewed by the Department Head. Department Head non-compliance with the Code of Conduct will be reviewed by Council.

SCHEDULE "A" TO BYLAW
NO. 2021-3

I. PROCEDURE

1. Where an employee suspects that he or she is, or may potentially be, in conflict with any of the provisions of the code, the employees must disclose the conflict or potential conflict in writing, to:
 - a) In the case of any employee, to his or her Department Head;
 - b) In the case of the Administrator, to Council.



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Present: Mayor Roger Hardie
Councillor Grant Frederickson
Councillor Dorothy Oliver
Councillor Terry Lastiwka
Councillor Cyndi McBride
Interim Administrator Marj Beatty
Assistant Administrator Amanda Zuravloff

With quorum present, Mayor Hardie called the meeting to order at 4:05 p.m.

Agenda 2021-54 McBride
That Council approve discussion of all items on the Agenda for Special meeting.

Carried

Whitesand Park Sewage 2021-55 Frederickson
That Council amend Resolution 2020-165 by removing "at the set rate of \$60.00 per 1,200 gallon load" and replace with "at the set rate of \$50.00 per 1000 gallon load; loads to be dumped during regular Village hours, Monday to Thursday, by pre-arranged appointment and access to lagoon will be via south access road"

Carried

Bylaw 2021-03 Employee Code of Conduct Bylaw

2021-56 Oliver
That Bylaw 2021-03 being a bylaw to establish an Employee Code of Conduct for the Village of Theodore be read a first time.

Carried

2021-57 Lastiwka
That Bylaw 2021-03 being a bylaw to establish an Employee Code of Conduct for the Village of Theodore be read a second time.

Carried

2021-58 Frederickson
That Bylaw 2021-03 being a bylaw to establish an Employee Code of Conduct for the Village of Theodore be given three readings and approved for use by the Village of Theodore.

Carried Unanimously



Village of Theodore

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Municipal Revenue Sharing Grant – Declaration of Eligibility

2021-59

Oliver

The Council of the Village of Theodore confirms the municipality meets the following eligibility requirements to receive the Municipal Revenue Sharing Grant:

- Submission of the 2019 Audited Financial Statement to the Ministry of Government Relations;
- Submission of the 2019 Public Reporting on Municipal Waterworks to the Ministry of Government Relations;
- In Good Standing with respect to the reporting and remittance of Education Property Taxes;
- Adoption of a Council Procedures Bylaw;
- Adoption of an Employee Code of Conduct; and
- All members of council have filed and annually updated their Public Disclosure Statements, as required; and

That we understand if any requirements are not met, our Municipal Revenue Sharing Grant may be withheld until all requirements are met; and that we authorize the Administrator to sign the Declaration of Eligibility and submit it to the Ministry of Government Relations.

Carried

Springside Fire Department

Administration to send a letter to Springside Fire Department declining their proposal to have Theodore Fire Department join Springside Fire Department as 2 hall department.

Abate Penalty

2021-60

McBride

That the property tax penalty in the amount of \$153.89 on the property known legally as Lots 4 & 5, Block 26, Plan CE1022 be abated to correct administration error on lot consolidation.

Carried



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ICIP Grant – Ultimate Recipient Agreement

Administration to research other communities with similar projects. Council to hold special meeting prior to signing agreement.

Adjournment 2021-61

Lastiwka

That the meeting be adjourned at 5:22

Carried



Mayor, Roger Hardie



Interim Administrator, Marj Beatty

Next regular meeting is 6:00 p.m. on December 16, 2020 at Station House Museum.