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GENERAL**1. When did the amendments take effect?**

The amendments took effect on November 19, 2015, with the exception of regulations regarding the model code of ethics and Oath of Office. These two provisions in the regulations require further consultation with the sector, and Saskatchewan Association of Rural Municipalities will be involved in the consultations.

2. What amendments occurred regarding municipal conflict of interest?

The amendments do five main things:

- (1) Address the Barclay report recommendations for legislative changes:
 - (a) require a more detailed declaration of conflict of interest;
 - (b) require mandatory disclosure statements be filed by all members of council;
 - (c) clarify limitations on the use of office and influence, by regulation, to better align legislation with the common law regarding conflict of interest situations; and
 - (d) require adoption of a model code of ethics, to be prescribed in regulation.
- (2) Address other issues arising from the Barclay report:
 - (a) remove inconsistencies among the Acts regarding disclosure statements, declarations of interest, and disqualification matters;
 - (b) require councils to adopt procedure bylaws for conducting meetings; and
 - (c) ensure capital works, servicing issues, and the cost/benefit of proposed developments are considered, where appropriate, in official community plans (*The Planning and Development Act, 2007* amendments).
- (3) Improve ministerial and Cabinet ability to deal with conflict of interest and other similar situations of dysfunction in the future.
- (4) Implement best practices, such as ensuring councils adopt codes of conduct for employees.
- (5) Expand the mandate of the Provincial Ombudsman to include municipal matters (amendments made to *The Ombudsman Act, 2012*).

3. What requirements will municipalities need to begin work on and when will they have to be completed?

The following changes were effective immediately:

- council members must file a public disclosure statement;
- council must establish an Employee Code of Conduct; and
- the Provincial Ombudsman's mandate was expanded to include municipalities.

A council procedures bylaw must be adopted, or amended to abide by the new legislative requirements within 60 days of the bill coming into effect, or no later than January 19, 2016. The requirement for councils to adopt a Code of Ethics and execute a revised Oath of Office will

come into effect after regulations are developed and proclaimed, which is expected in 2016.

4. Do the changes subject members of council to more stringent requirements than MLAs?

No. The changes introduce requirements consistent with or lower than those for MLAs. For example, the following are similar for members of council and for MLAs:

- the definition of what constitutes a ‘conflict of interest’ and a ‘private interest’;
- the definition of ‘family’ for conflict of interest and disclosure statement purposes is defined as “spouse and dependent children”, and previous reference to “parent” has been dropped;
- requirements to declare the nature of a conflict of interest, withdraw from all voting, participation and consideration of the matter at any meeting;
- requirements to refrain from influence when in a conflict situation; and
- requirements to file a disclosure statement upon election to office and to annually update the statement or declare no material change has occurred.

The Members’ Conflict of Interest Act has more detailed provisions for MLAs regarding the contents of disclosure statements. MLAs must complete a disclosure statement, from which a public disclosure statement is prepared, that includes a more extensive listing of assets, investments, liabilities, memberships, gifts and benefits, grants, and remuneration received in the prior year.

5. Was SARM consulted on the amendments? What consultations took place?

Yes, SARM was consulted. Municipal sector consultations began in April 2015. This included SARM, SUMA, New North, the Urban Municipal Administrators Association of Saskatchewan, the Rural Municipal Administrators’ Association and the Provincial Association of Resort Communities.

Draft side-by-sides were distributed to all the municipal associations and city managers, and several meetings were held with officials and executives from SUMA and SARM to work through and resolve sector concerns with the proposed amendments.

6. What materials has the Ministry of Government Relations distributed to municipalities to help them use the new conflict of interest provisions?

The ministry distributed information bulletins to Saskatchewan municipalities summarizing the amendments as they pertain to each of the three municipal Acts. The ministry also developed sample templates for a:

- (a) Municipal Employee Code of Conduct;
- (b) Municipal Public Disclosure Statement plus advice on interpretation of the requirements; and
- (c) Council Procedures Bylaw.

Templates, bulletins, frequently asked questions and other related information regarding conflict of interest and the recent amendments can be found on the Government Relations website:

<http://www.saskatchewan.ca/government/municipal-administration/tools-guides-and-resources/conflict-of-interest>

Additional information about managing conflict of interest was also distributed in the Winter 2016 issue of [*Municipalities Today*](#).

CONFLICT OF INTEREST

7. When does a council member have to disclose a conflict of interest?

A member of council is required to declare an interest during a meeting before any discussion of the matter.

This includes all:

- council meetings;
- council committee meetings;
- controlled corporation meetings; and/or
- meetings of other bodies a member of council serves on in the capacity as a member of council, such as appeal boards, planning commissions, or recreation commissions.

8. Is pecuniary or financial interest, the same as conflict of interest?

No, however, a financial interest always constitutes a conflict of interest. Financial interests involve a monetary benefit or gain, or a monetary loss or adverse impact, whether directly or indirectly, real or potential.

A conflict of interest may be present even if there is no potential for a financial benefit. Conflict of interest includes any bias in the exercise of one's duties or office and the use of one's official position to further a personal interest, or a personal interest of a closely connected person. That personal interest may or may not be connected to financial impacts of the member of council or the member's family.

9. What process will take place when a member of council declares a conflict of interest?

The administrator shall record in the meeting minutes:

- the declaration of a conflict of interest;
- the general nature of the conflict declared;
- the material details; and
- the abstention/withdrawal.

The council member:

- refrains from discussion and voting;
- leaves the room where the meeting is being held until discussion and voting has occurred;
- shall not influence discussion, voting, recommendations or other actions to be taken

involving the matter, including using their office or position to influence others or the decisions of others, before, during, and after the meeting; and

- must submit a written amendment to the public disclosure statement if they have declared a conflict of interest that is not present, but is required to be included, on their most recently filed public disclosure statement.

The person presiding over the meeting must ensure the provisions are followed when an interest is declared.

10. What if a member of council is absent from the meeting where a matter in which he or she has a conflict of interest is discussed?

If a member of council is absent from the meeting where a matter in which he or she has a conflict of interest was initially discussed, the member must declare the interest at the next meeting of council where the member is present.

The member of council must also follow the conflict of interest rules at future meetings where the matter is discussed or decided on, whether or not that member is present.

11. Who determines when a council member has a conflict of interest?

The municipal conflict of interest rules set out that a member of council is in a conflict of interest situation if they participate in a matter in a manner that will or may further their own or a family member's private interests.

Each member of council is obligated to determine if they have a conflict of interest in a matter before council and to follow the process set out in legislation.

12. Does the mayor or reeve have additional powers or duties in relation to a declaration of a conflict of interest?

No. The mayor or reeve does not have any additional authority with respect to conflict of interest declarations made by other council members; however, after a member of council has made a declaration at a meeting, the person who is presiding over that meeting must ensure that the person who has made the declaration:

- states the general nature of the conflict including any pertinent material details;
- abstains from all discussion and voting; and
- leaves the room while the discussion and voting are taking place.

The administrator records all of these details in the meeting minutes.

13. Why do the changes from the previous pecuniary interest rules place emphasis on restricting the influence by a council member in decisions at the council table and other appointments?

The restrictions on influence are intended to ensure public confidence that a member of council is prohibited from using their office to influence an action by the municipality that may further the member's interest in the matter.

The restrictions are also intended to implement the common law prohibition against acting in a conflict of interest by extending the restriction on participation and influence beyond not voting or discussing the matter to include any executive actions or use of office that might result in the member appearing to gain a private advantage when they should be acting for the benefit of the public.

14. Are there any exceptions to conflict of interest rules?

Yes. Legislation lists several. For instance, a conflict of interest would not exist when a motion to pay the monthly utility bills is presented to council where a member of council is employed by SaskPower. Council members are also not considered to be in a position of conflict when setting the tax policy for the municipality, or when setting remuneration for members of council. A full list of the situations where the need to declare a conflict of interest does not apply can be found in subsection 143(2) of *The Municipalities Act*, subsection 115(2) of *The Cities Act*, and subsection 161(2) of *The Northern Municipalities Act*, 2010.

15. All of council has a membership with the local Co-op, so how does the council make decisions regarding the Co-op?

A conflict would generally not exist when members of council are also members of the local co-operative; however, a member of council who is a member of the Co-operative Board should disclose the information on his or her disclosure statement and may be required to declare a conflict with respect to decisions regarding the Co-op.

PUBLIC DISCLOSURE STATEMENTS

16. What has changed in legislation regarding public disclosure statements?

Previously municipal councils, with the exception of cities, had the option of passing a bylaw requiring members to file public disclosure statements. It is now mandatory for all members of council, in all types of municipalities, to file a public disclosure statement within 30 days of being elected to office.

Members have an on-going duty to keep public disclosure statements up to date by amending their statements:

- within 30 days of a material change to a council member's interests;
- as soon as practical after the member makes a declaration of a conflict of interest not previously disclosed if the matter declared is information required on the public disclosure statement; and
- as soon as practical if a member discovers an error or omission on their statement.

Members of council must update their statements every year by November 30th or make a statement that no changes have occurred since filing the public disclosure statement.

17. What information must be included in the public disclosure statement?

The public disclosure statement must list or name information for the council member and the council member's spouse and dependent children regarding:

- employer and other bodies that pay remuneration for services;
- corporate interests, in cases where:
 - a controlling interest exists (i.e. the interest that a person has in a corporation if the person beneficially owns, directly or indirectly, or exercises control or direction over shares of the corporation carrying more than 25 per cent of the voting rights attached to all issued shares of the corporation); or
 - the position as director or senior officer is held.
- business arrangements that involve transactions with the municipality;
- property holdings in the municipality or in adjoining municipalities; and
- contracts and agreements that could reasonably be seen:
 - to be impacted by a decision, recommendation, or action of council; and/or
 - to affect the member's impartiality in the exercise of his or her office.

18. What information is not required in the public disclosure statement?

The following information is not required in the public disclosure statement:

- amount of salary, remuneration or honorarium, or other compensation;
- value of holdings;
- number of shares owned in a corporation;
- material holdings like vehicles or farm equipment;
- properties located outside Saskatchewan or in provincial or regional parks; or
- details regarding declarations of conflict made for matters that are outside of the information required on the disclosure form.

19. Does a council member provide public disclosure information one time, or are there ongoing requirements?

In order to capture changes in the interests of council members and potential development taking place in municipalities, the public disclosure has an ongoing requirement to help ensure public confidence. The explanation of the three parts of the public disclosure identify the two ongoing areas of the requirement:

- Part 1 is a Public Disclosure Statement that must be filed by each council member:
 - immediately; and
 - 30 days after an election.
- Part 2 is a Public Disclosure Annual Statement that must be filed by each member of council on or before November 30 to:
 - state that no material change has occurred; or
 - detail the material changes that occurred since the disclosure statement was filed.
- Part 3 is a Public Disclosure Statement Amendment that each council member must submit to the administrator:
 - if an error or omission is recognized;

- after declaring a conflict of interest that is not present on the disclosure form if the matter declared is information required on the public disclosure statement; and/or
- within 30 days after a material change occurred.

20. Is a member of council required to update their public disclosure form every time they declare a conflict of interest at a meeting?

No. A member is not required to update their disclosure form if the potential conflict has already been disclosed in the public disclosure statement. Because there is an ongoing duty of disclosure, if a conflict that was not originally on the form is declared, the member should provide a written amendment to the administrator as soon as possible after the declaration has been made – when the matter declared is information that is required on the public disclosure statement.

21. Does the administrator “police” the filing and upkeep of public disclosure statements? Who makes sure the statement is updated if there is a change to a council member’s interests and holdings?

There is no change to the role of administrators in terms of the regular upkeep and filing of council members’ statements. The administrator has a duty to advise council members of their legislative duties; however, the onus is on each member of council to fully disclose all required information on the public disclosure statement and ensure statements are updated when interests change. The ministry expects all council members will respect and abide by the legislative requirements.

22. What happens if a member of council does not file a public disclosure statement?

A member that does not file a disclosure statement is disqualified from council and must resign immediately.

- The failure to file the statement contravenes section 142 of *The Municipalities Act (MA)*, section 116 of *The Cities Act (CA)*, or section 160 of *The Northern Municipalities Act, 2010 (NMA)*.
- MA, subclause 147(1)(e)(ii), CA subclause 120(1)(e)(ii), and NMA, subclause 165(1)(e)(ii), disqualify a member of council who contravenes section 142 of the MA, section 116 of the CA, or section 160 of the NMA.

If a member of council does not resign, a voter or the council may take the matter before a judge of the court for an order declaring the person to be disqualified.

- Section 148 (MA), section 121 (CA), and section 166 (NMA) set out the requirement for a disqualified member of council to resign, and the process for a voter or the council to make an application to a judge of the Court of Queen’s Bench seeking an order declaring the person to be disqualified.
- Section 166 (NMA) also allows the council to declare a council seat vacant if the person does not resign and that person may apply to the Court to set aside the disqualification.

A person disqualified from council is ineligible to seek nomination or election in any municipality for at least 12 years from the date of disqualification.

23. If a member of council fails to file a disclosure statement and stays on council, how does this affect quorum?

If a council member fails to file a public disclosure statement, but the council member remains on council, quorum is not affected. The council member will remain on council until he or she resigns or a court orders that the person is disqualified based on an application under section 148.

Once the council member resigns or a court determines that the member is disqualified, quorum is then determined based on whether there is a majority of council members remaining on council.

24. Does council have the ability to extend the time to file a public disclosure statement for up to 90 days, just as there is for the council procedures bylaw?

No. *The Cities Act, The Municipalities Act and The Northern Municipalities Act, 2010* each provide authority for a council to extend the time to complete a council-related matter. The public disclosure statements are a requirement for each individual council member and do not fall under this authority.

25. Is it alright to give a disqualified councillor more time to fill out the declaration if they are remaining on council?

Legislation is silent on this; however, the requirement for current members of municipal councils to file public disclosure statements came into force on November 19, 2015. Members who have not yet completed the form are in contravention of the legislation. After the October 26, 2016 elections, newly elected members to council will have 30 days to complete and file the public disclosure statement.

The Municipalities Act provides authority for a council to extend the time to complete a council-related matter. The public disclosure statements are a requirement for each individual council member and do not fall under this authority.

26. Who blows the whistle on councillors who have yet to declare? Is it up to the administrator or council?

There is no change to the role of administrators in terms of the regular upkeep and filing of council members' statements. The administrator has a duty to advise council members of their legislative duties; however, the onus is on each member of council to fully disclose all required information on the public disclosure statement. We expect that all council members will respect and abide by the legislative requirements.

27. Is there any responsibility on the council to blow the whistle?

Municipal councils are accountable to their electorate. If a member of council does not file a public disclosure statement, council (or a voter) may choose to take the matter before a Queen's Bench judge.

With this accountability comes an expectation that public officials are held to a higher standard and make decisions in the best interests of their municipality, therefore, it is expected that all members of council will adhere to the legislative requirements of holding public office.

28. What happens when the ministry is notified that a councillor refuses to fill out the disclosure statement?

If the ministry is notified that a council member has not filed the disclosure statement, the ministry will first contact the municipality to determine if the information is correct. Depending on the situation, the ministry will work with the member of council to determine the delay. If the member refuses to comply with the requirement, other members of the council will be notified and reminded of the requirement that a member that fails to file the statement is disqualified and must resign from council. If the member continues to not comply with the requirement, a voter or the council can apply to the Courts to have a judge determine if the member should be disqualified.

29. The Barclay report recommended a private disclosure, so why does our legislation include public disclosure?

The amendments went further than Mr. Barclay recommended, in order to:

- be consistent with other jurisdictions;
- provide members of the public with the right to know the financial interests of council members, to avoid conflicts; and
- be consistent with the public disclosure statements filed by MLAs.

Disclosure statements that were previously required under *The Cities Act* or that other municipalities chose to implement were already required to be open to the public, so reverting to private statements would have been a step backward in terms of public transparency. The amendments to the legislation now require a public disclosure statement within 30 days of being elected, and must be updated annually and whenever a conflict that has not been previously disclosed in the public statement is declared during a council meeting. The statements are available for public inspection during normal business hours.

COUNCIL PROCEDURES BYLAW

30. Is it mandatory for municipalities to pass a council procedures bylaw?

Yes, all municipalities are required to pass, or appropriately amend, a council procedures bylaw within 60 days of the legislation being given royal assent. Municipalities have until January 19, 2016, to pass a council procedures bylaw.

31. What information must be included in a council procedures bylaw?

At a minimum, the council meeting procedures bylaw must create rules for the:

- conduct of members of council;
- items to be discussed by or presented to council;
- delegations, presentations, and submissions;
- date, time, and place of regular meetings;

- process to change the date, place, or time of a regular meeting;
- procedure to call a special meeting;
- procedure to move into closed session; and
- procedure to appoint a deputy reeve or deputy mayor.

Written meeting procedures must also be established for council committees and any other bodies established by council. These may be the same as or different than those established for council meetings. Each entity may have different rules, which may be delegated to the entity to establish and do not necessarily need to be established by council bylaw.

MUNICIPAL EMPLOYEES

32. What are the impacts of the rule changes for administrators?

Administrators will need to familiarize themselves with the rule changes and be able to explain the new requirements to elected officials.

Administrators will need to be aware of changes to their administrative duties and responsibilities related to the rule changes, such as statutory recording requirements for a conflict of interest disclosure, council meeting procedures, employee code of conduct, statutory obligations on public disclosure statements and potential requests from public to view disclosure statements.

33. What information must be included in the Employee Code of Conduct?

The employee code of conduct must include conflict of interest rules that prohibit employees from using information obtained due to their employment that is not available to the public and using his or her position to influence a decision by council.

A conflict exists when the information or decision may further the private interests of:

- the employee;
- the employee's family; and/or
- another person.

The employee code of conduct must specify the procedure an employee is to follow if the employee suspects that he or she may be in a conflict of interest and the procedure for resolving the conflict.

CODE OF ETHICS

34. When will the requirement for council to adopt a code of ethics be in effect?

Amendments to the regulations of each municipal Act will be in place after consultation with the municipal sector is complete in 2016, at which time municipalities will be notified of the requirement.

35. What changes are being proposed regarding a code of ethics for municipal councils?

The proposed amendments will require every council to adopt a code of ethics for members of council that includes, at minimum, a model code that will be prescribed in regulations under each of the municipal Acts.

The model code of ethics and revised Oath of Office form are being developed. The ministry will consult further with the municipal sector on these two matters that will come into force once regulations are developed and the provisions are proclaimed.

36. What if a municipality fails to adopt a code of ethics?

A municipality failing to adopt a code of ethics will have the prescribed model code that is expected to be implemented in 2016, deemed to have been adopted by council.

OMBUDSMAN**37. What does an Ombudsman do?**

An Ombudsman's role is to ensure provincial and local services are delivered fairly. An Ombudsman investigates public complaints about administrative actions and decisions by provincial agencies and municipal governments. If the Ombudsman concludes the provincial agency or municipality acted unfairly, recommendations may be made to rectify the complaint.

An Ombudsman is neutral and impartial, and is neither an advocate for the institution being investigated, nor for the complainant who brought the matter forward. Unlike the courts, the Ombudsman does not have order-making powers. The Ombudsman's office is one of last resort, meaning complainants must use existing complaint-handling, appeal and review mechanisms to deal with or resolve their issues before coming to the Ombudsman.

38. What does the Ombudsman consider to be a fair process?

The Ombudsman considers that a fair process provides a level playing field for the parties involved by ensuring the rules are fair, everyone knows the rules, everyone plays by the rules and the rules are applied equally.

Fair process requires that:

- the person affected is:
 - aware that a decision will be made;
 - aware of the information that will be considered when the decision is made;
 - given an opportunity to provide information and challenge the decision maker's information; and
 - notified and provided reasons for the decision.
- the decision maker:
 - is unbiased; and
 - considers all relevant information and nothing irrelevant when making the decision.

39. How does the Ombudsman determine what is and is not fair?

The Ombudsman may consider a number of criteria when determining whether a municipality acted fairly. The Ombudsman determines whether the action or decision is:

- inconsistent with the evidence or other decisions made in similar circumstances;
- cannot be rationally explained and does simply not make sense;
- having an unintended impact;
- contrary to law;
- inappropriately punitive or has consequences beyond what is appropriate to the situation;
- imposes requirements that are out of proportion to the circumstances;
- based on criteria that are not necessary or relevant to the service that is supplied;
- resulting from a person acting unlawfully, but not aware of it due to:
 - a mistake of law where a person thought the law permitted or required them to act the way they did, or
 - a mistake of fact where a person did something because the law permits it or requires it in certain circumstances, and the person believes, in error, that the circumstance existed; or
- wrong.

40. What is the process for the Ombudsman to deal with complaints?

Upon receiving a complaint, the Ombudsman determines if the complainant has used existing appeal processes or other review mechanisms to deal with or resolve their issues first before coming to the Ombudsman. The Ombudsman will then determine if the complaint can be dealt with informally using non-adversarial approaches instead of being formally investigated.

If an investigation is required, the Ombudsman typically undertakes the following:

- notifies the administrative/executive head, chief officer, or Minister;
- determines how an investigation will be conducted and who to interview;
- conducts its investigation in private and confidentially; and
- produces a report with tentative recommendations for the executive head, chief officer, or Minister to review and make submissions before the report is finalized.

41. Does the Ombudsman's authority include the ability to investigate the actions by individual council members?

Yes, the changes to the Ombudsman's mandate include the ability to investigate conflict of interest allegations against mayors, reeves, councillors and members of committees and boards created by municipal councils.

42. What changes have been made to provide ombudsman services for municipalities?

In brief, *The Municipal Conflict of Interest Amendment Act* expands the current jurisdiction of the Provincial Ombudsman to include municipalities, including both administrative matters and conflict of interest/code of ethics matters.

The amendments allow any persons, including members of the public or the minister, to submit complaints to the ombudsman regarding administrative and procedural matters or alleged

conflict of interest or code of ethics breaches. The ombudsman may investigate and issue a report if warranted, upon which the minister could act or issue a directive.

43. How does this address the Barclay report?

The Barclay report suggested a provincially appointed conflict of interest ombudsman as a resource to provide advice to municipalities concerning potential conflicts of interest and to provide a specialized resource to receive and investigate complaints from the public.

The expanded role of the ombudsman will not include advising elected municipal officials on potential conflicts of interest, as this is inconsistent with the impartial role of an ombudsman to investigate matters. Municipal sector associations, such as SUMA and SARM, may choose to provide advisory and legal services in this regard.

44. Will the Government Relations' minister be able to refer municipal matters to the Provincial Ombudsman for review and investigation?

Yes. Section 14 of *The Ombudsman Act, 2012* allows the Provincial Ombudsman to investigate a complaint made by any person, which would include the Minister.

45. Can the Ombudsman review matters on his or her own initiative?

Yes. The ombudsman may review a matter on his or her own initiative.

46. Will a municipality be notified of an investigation into a complaint made against the municipality? Who will be notified?

Yes, if a complaint warrants an investigation, the ombudsman will notify the municipality it is investigating in the following manner:

- if the matter is of an administrative or procedural nature regarding the municipality or other municipal entity, notification will be to the administrative or executive head of the entity, for example, the administrator or city manager;
- if it is the administrative head or a councillor that is to be investigated, the mayor/reeve will receive the notification from the ombudsman; and
- if an investigation is related to mayor or reeve of the municipality, the ombudsman will notify the Minister of Government Relations.

In addition to notification, a report is provided to the administrative or executive head for an opportunity to review and make submissions before being finalized by the Ombudsman.

47. Who will be notified about complaints against a member of council or a mayor/reeve?

If the matter is of an administrative or operational nature, the administrator or city manager would be notified.

If it is a councillor that is to be investigated, the mayor/reeve will receive the notification from the ombudsman. If an investigation is related to the mayor or reeve of the municipality, the Ombudsman will notify the Minister of Government Relations.

48. Who appoints the Provincial Ombudsman?

The Ombudsman is appointed by and accountable to the Legislative Assembly, as is the Provincial Auditor. The ombudsman operates independently from the ministries, agencies and other government institutions it has the mandate to oversee.

49. How will the increased workload of the ombudsman for municipal entities be funded?

The ombudsman's budget is approved by the Legislative Assembly. The ministry has reached an agreement with the municipal associations to offset additional funding for municipal matters from Municipal Revenue Sharing through regulations under *The Municipal Grants Act*. Regulations for this offset are being developed by the ministry and the municipal associations will be consulted.

Based on case load, the ombudsman could estimate the additional annual funds it will need to include municipal entities in making its budget request. The intent of the Ombudsman would be to take an incremental approach to match resource requests to municipal case load as it develops; the ombudsman does not yet have a projection of resource requirements.

50. Is training available for municipal officials by the Ombudsman?

Yes, the Ombudsman offers the "Fine Art of Fairness" workshop to government officials. Information on the workshop and other training by the Ombudsman is online at www.ombudsman.sk.ca/documents_and_files/current-workshops or by contacting their office at (306) 933-5500.