



POLICY # 6	RES #	LAST UPDATED: February 23, 2023
POLICY NAME DISCIPLINARY POLICY		SUPERSEDES POLICY: Not Applicable
		APPROVAL DATE:

A. Memberships

As per *Section 13 of Bylaw # 1-00*, UMAAS membership application and fees must be paid to the Executive Director by every member in the Association on or before the 15th day of March every year. Upon default, the following shall be performed:

Late April	A letter will be sent to all Administrators who have not obtained current year membership.
Mid July	Second letter will be sent to Administrators to warn them that a letter will be sent to the Mayor within 60 days where membership is required by legislation.
Mid September	A registered letter will be sent to the Mayor and copies to the Administrator, Saskatchewan Urban Municipalities Association and the Ministry of Municipal Affairs.
Mid November	A legal notice will be posted in the Regina Leader Post and Saskatoon Star Phoenix stating that the individuals have been removed as members and can no longer use the R.M.A. designation.

B. Complaints

GENERAL PROVISIONS

Written complaints, in the form shown by "Schedule B", shall be filed with the Executive Director of the Urban Municipal Administrators' Association of Saskatchewan (UMAAS) on account of an act or omission carried out by a registered member:

UMAAS Disciplinary Committee
c/o Jason Chorneyko
P.O. Box 220
Wynyard, SK S0A 4T0
Email: exdumaas@gmail.com



Prior to filing your complaint, please ensure that your complaint falls within the jurisdiction of UMAAS:

- UMAAS has no authority over municipal councils and any complaint received by UMAAS should be based on the actions or omissions of the administrator, not the resolutions/bylaws/policies of a municipal council:
- Only registered members and those who were former members in the past two years fall under the jurisdiction of UMAAS.
- A \$100.00 deposit fee must accompany any complaint filed. The deposit will be refunded if the complaint is found to be substantive and is accepted to be heard by the UMAAS Disciplinary Committee. The deposit will not be refunded if it has no merit or substance to be heard.

When possible, complainants should indicate the nature of the complaint in the context of the bylaws of UMAAS, which include its Code of Ethics, or some other piece of applicable legislation. Accompanying evidence is also required as UMAAS may dismiss complaints if, in the opinion of the Disciplinary Committee, there is insufficient evidence to justify an inquiry.

The Executive Director may advise the complainant regarding the provisions of the complaint procedures described herein.

COMPLAINT PROCEDURES

The procedures undertaken in response to a complaint will vary depending on the type of allegation but will typically proceed as follows:

- 1) A written complaint is filed with the Executive Director in the prescribed form (see "Schedule B"):
 - a. If the complainant indicates that the municipality has not been contacted, in writing, at least 30 days prior to submitting the complaint, the Executive Director may advise the complainant to do so depending on the nature of the complaint; or
 - b. If the municipality has been contacted at least 30 days prior and the complainant is not satisfied with the action taken (or the municipality is itself the complainant), the complaint is forwarded, along with any evidence provided, to all members of the Disciplinary Committee.
- 2) The Disciplinary Committee will determine if the complaint falls under the jurisdiction of UMAAS (see "General Provisions"):
 - a. If the majority of the Committee determines that the complaint falls outside the jurisdiction of UMAAS, the complainant will be notified. The matter is then considered resolved and no further action is taken; or



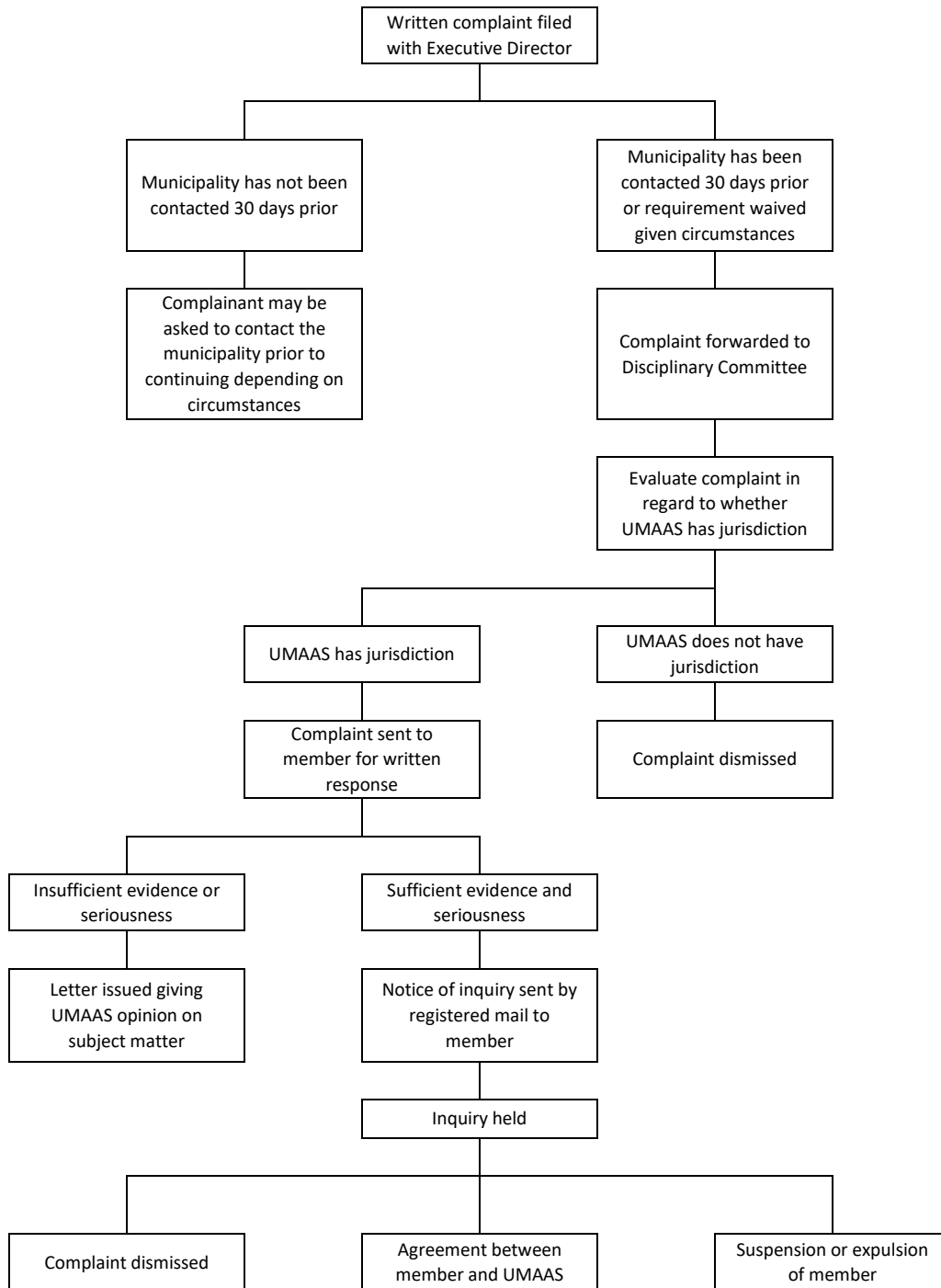
- b. If the majority of the Committee feels the complaint falls within the jurisdiction of UMAAS, the member accused shall be sent a copy of the complaint and evidence provided and asked to provide a written response within 30 days.
- 3) Upon receiving a response from the member or the expiration of 30 days, whichever is sooner, the Disciplinary Committee will determine if an inquiry is warranted:
 - a. If the matter is such that a letter, outlining the opinion of UMAAS on the subject matter, seems most appropriate given the circumstances, this will be provided to the member and the complainant. The matter is then considered resolved and no further action is taken. This shall be done in instances wherein there is insufficient evidence or seriousness to justify an inquiry; or
 - b. If it is determined that an inquiry is warranted, a notice of inquiry will be sent by registered mail to the accused and an inquiry will commence on the date specified in accordance with *The Urban Municipal Administrators Act*. The complainant may be called upon to present evidence and/or testify.
- 4) The result of an inquiry shall be a recommendation by the Disciplinary Committee for one of the following (the UMAAS executive has final authority over the action taken):
 - a. The complaint to be dismissed and no further action taken;
 - b. An agreement between the member and UMAAS, outlining requirements for additional education, mentoring or other similar measures, in order to avoid expulsion from the association (may include a suspension as part of the agreement); or
 - c. That the member be suspended or expelled from the association.

MEMBER PROTECTION

Efforts shall be taken to maintain confidentiality throughout and after this process. It is our goal to protect the reputation of everyone involved, to the greatest extent possible, during the course of the complaint review and ensure that our process is fair to all parties. Ensuring a high standard for the profession is in the best interest of UMAAS and all complaints will be taken seriously. However, complaints lacking in supporting evidence or best addressed by additional training will be dealt with accordingly.



SCHEDULE A FLOW CHART





SCHEDULE B COMPLAINT FORM

Date complaint filed: _____

Complainant name: _____

Have you contacted the municipality at least 30 days prior regarding your complaint?

Yes

No

UMAAS member: _____

Municipality of employment: _____

Nature of complaint (please use a separate form for each incident/issue):

Bylaw or Act violated (if known): _____

Section of Bylaw/Act (if known): _____

Date of occurrence (if known): _____

Have you attached any evidence to support your claims?

Yes

No

Pending*

*If evidence is pending, your complaint will be filed until evidence is submitted.

In the event of an inquiry, are there witnesses willing and able to testify to support your claims?

Yes

No

Names of witnesses: _____