

RURAL MUNICIPALITY OF ROSEDALE NO. 283

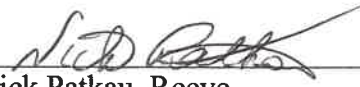
BYLAW NO. 05/2025

A BYLAW TO ESTABLISH MUNICIPAL EMPLOYEE CODE OF CONDUCT

Council of the Rural Municipality of Rosedale No. 283, in the Province of Saskatchewan enacts as follows:

1. This bylaw shall be referred to as the "Municipal Employee Code of Conduct" Bylaw.
2. Pursuant to Section 111.1 of *The Municipalities Act*, SS 2005, c M-36.1, Council is required to establish an employee code of conduct on the terms and conditions set out in attached documentation marked as "Exhibit A".
3. This Bylaw repeals Bylaw No. 02/2016.
4. This bylaw shall come into force and take effect on the final passing.






 Nick Patkau, Reeve



 Danielle Thall, Administrator



Read a first time 8 day of July, 2025
 Read a second time 12 day of August, 2025
 Read a third time and passed this 12 day of August, 2025

Certified a true copy of Bylaw No. 05/2025
 adopted by resolution of the council of the
 Rural Municipality of Rosedale No. 283 on
 the 12 day of August, 2025


 Administrator

RURAL MUNICIPALITY OF ROSEDALE NO. 283

BYLAW 05/2025

**EXHIBIT "A"
MUNICIPALITY EMPLOYEE CODE OF CONDUCT**

PRINCIPLES

1. Employees of the Rural Municipality of Rosedale No. 283 (the "**Municipality**" or "**Rosedale**") must observe the highest standards of conduct in the performance of their duties, regardless of personal consideration. Employees must avoid situations in which their personal interests conflict, or appear to conflict, with the interests of the Municipality in their dealings with persons doing or seeking to do business with the Municipality.
2. Employees must not engage in any conduct or activity that contravenes the Municipality's Bylaws or any law in force in Saskatchewan which might:
 - (1) detrimentally affect the Municipality's reputation;
 - (2) make the employee unable to properly perform his or her employment responsibilities;
 - (3) cause other employees to refuse or be reluctant to work with the employee; or
 - (4) otherwise inhibit the Municipality's ability to efficiently manage and direct its operations.
- 2.1 Examples of conduct that contravenes Section 2, includes, but is not limited to:
 - (5) accepting cash or personal gifts from contractors, vendors, or similar parties.
 - (6) failing to declare a conflict of interest when a family member is bidding and/or involved in municipal contracts; and /or
 - (7) publishing defamatory or offensive comments about the municipality or coworkers.

PURPOSE

3. This Code of Conduct is intended to:
 - (1) provide an understanding of the fundamental rights, privileges, and obligations of the Municipality's employees;
 - (2) protect the public interest;
 - (3) promote high ethical standards among Municipality employees
 - (4) provide a means for Rosedale's employees to obtain authorization for conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct; and
 - (5) set out the corrective measures for unethical conduct.

CONFIDENTIALITY

4. Every Municipality employee must hold in strict confidence all information of a confidential nature acquired in the course of employment. Confidential information includes non-public information and information designated by Council as confidential, such as personal information, internal policies, or items under legal proceedings.
5. Employees must not use confidential information gained through their employment to:
 - (1) further, or seek to further, their private interests or those of their family; or
 - (2) seek to improperly further another person's private interests.

USE OF INFLUENCE

6. Employees must not use their position to seek to influence a decision of another person to:
 - (1) further, or seek to further, their private interests or those of their family; or
 - (2) improperly further another person's private interests.
- 6.1 An example of improper use of influence includes, but is not limited to, pressuring a municipal employee to ignore or overlook bylaw infractions committed by themselves, a relative, friend, or any other associated individual.

D.N.P.

GIFTS AND GRATUITIES

7. Employees must not accept gifts, benefits, hospitality, or favours that could reasonably be seen to influence their judgment, performance of duties, or decision-making in municipal matters.
8. Token or promotional items of nominal value such as for example pens, calendars, or mugs, may be accepted without additional disclosure.
9. Under no circumstances may Municipality employees accept cash or cash equivalents (e.g., gift cards) from vendors, contractors, or individuals doing business with the Municipality.

USE OF MUNICIPAL PROPERTY AND ASSETS

10. Municipal resources—including vehicles, equipment, computers, and office supplies—must only be used for official purposes unless prior authorization is granted by a supervisor or the Administrator.
11. All employees are responsible for the care, proper use, and safeguarding of Municipal assets entrusted to them.

OUTSIDE EMPLOYMENT AND ACTIVITIES

12. Municipality employees may not engage in activities outside their employment that present a conflict of interest or a creation of a perception of bias.
13. Employees must disclose outside business or employment arrangements to the Administrator if there is any risk of real or perceived conflict.

PROCEDURES

14. Employees are expected to comply with this Code of Conduct. Where in doubt, employees must seek an interpretation from the Administrator.
15. Where an employee suspects a conflict of interest, they must disclose the conflict in writing to:
 - (1) their direct supervisor; or
 - (2) in the case of the Administrator, Council.
16. The disclosure must include a detailed explanation of the actual or potential conflict.
17. All disclosures will be treated with seriousness and maintained in strict confidence.
18. Upon receipt, Council shall review the disclosure within five (5) business days and determine an appropriate course of action to address the actual or potential conflict.

CONTRAVENTIONS OF THE CODE

19. If a conflict of interest is confirmed, ethical guidelines are breached, or an employee fails to disclose a known or potential conflict, the Municipality will take one or more of the following actions:
 - (1) A verbal warning describing the conflict or potential conflict;
 - (2) A disciplinary letter, copy to be placed in the employee's file;
 - (3) An opportunity for employee training on ethical behavior;
 - (4) Final warning, which may include a short-term unpaid suspension; and/or
 - (5) Termination with cause

D. J. P.